



## **JOB DESCRIPTION**

**JOB TITLE:** Director of Policy

**STATUS:** EXEMPT

**SUPERVISES:** AS ASSIGNED

**REPORTS TO:** Vice-President, Strategic Partnerships & Systems Change

**APPROVED BY:** Farzana Safiullah, COO

**DATE APPROVED:** 7/23/2018

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### **SUMMARY**

The mission of the National Resource Center on Domestic Violence (NRC DV) is to strengthen and transform efforts to end domestic violence. We work in close partnership with allied organizations committed to gender, racial, economic and social justice.

As a federally-funded resource center, NRC DV works to advance effective public policy and research at the federal and state levels through collaborative leadership, administrative advocacy and technical assistance. The Director of Policy provides vision and expertise to NRC DV public policy and research efforts, which focus on the intersections of domestic violence and family policy, poverty, public benefits, housing and economic issues.

Working in close collaboration with the Vice-President of Strategic Partnerships and Systems change, the Director of Policy provides expert analysis and leadership in developing and enhancing institutional responses to domestic violence and plays a pivotal role in fostering and maintaining collaborative relationships with state domestic violence coalitions, community-based domestic violence programs, funders, federal agencies, Tribal communities, partners, and national organizations.

The Director of Policy also engages in project development, coordination, and implementation; outreach to and collaboration with multiple external partners; and the production, synthesis and development of related special projects, policy papers, and technical assistance and training materials for use and dissemination by the NRC DV and its partners.

In all of these areas, the work of the Director of Policy is informed and guided by a strong intersectional analysis, high-quality research, the experiences and realities of domestic violence survivors and their families, with particular emphasis on marginalized communities, and the broader anti-violence movement.

This position is based in NRC DV's Washington, DC office.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides bold and expert leadership to the development and implementation of NRCDDV's policy and research agenda to support systems advocacy efforts on behalf of all domestic violence survivors and their families while centering the voices of those from marginalized communities, including but not limited to:
  - Serving as a lead staff in identifying, analyzing, and synthesizing research and policy related to key public policy issues at the intersection of gender based violence and family policy, poverty, public benefits, housing and economic security and other issues impacting survivors and their families, with particular attention to communities of color, LGBTQ survivors, immigrants, persons with disabilities, survivors with criminal histories, and other marginalized groups;
  - Engaging in ongoing multi-level policy advocacy and provide expert management of priority policy projects related to public benefits, housing, and broader family policy initiatives, and applying an anti-oppression lens to ensure that content and resources are current and relevant to the NRCDDV's constituents;
  - Leading and participating in "think tank," planning, and advisory group meetings as well as learning communities related to domestic violence policy, program development and implementation;
  - In collaboration with the Vice-President of Strategic Partnerships and Systems Change, representing NRCDDV on the Steering Committee of the National Task Force to End Sexual and Domestic Violence, supporting the efforts of the DV & Housing TA Consortium, fostering and strengthening collaborative relationships with the Domestic Violence Resource Network and other policy and research advocacy bodies that can help advance effective policy and systems responses; and
  - Assisting in the development and fostering of a national advisory group to guide the development and implementation of NRCDDV's policy and research agenda, comprised of representatives from traditionally marginalized communities that include persons of color, LGBTQ individuals, immigrants, persons with disabilities, and other social justice advocates to inform NRCDDV's public policy priorities and advocacy strategies.
  
2. Provides informed leadership to technical assistance, training and resource development working in close partnership with other members of the Policy and Research Team and Program & Prevention Team, including but not limited to:
  - Providing high-level problem-solving technical assistance that prioritizes survivor safety, reflects survivor-defined advocacy, incorporates a critical analysis of the strengths and weaknesses of current responses to domestic violence, centers racial equity and supports the development of strong communities, statewide and national collaborations;
  - Applying critical and intersectional analyses in the delivery of technical assistance, training and production of resources to effectively respond to a wide range of survivors' experiences, to include those from marginalized communities;

- Analyzing and synthesizing technical assistance trends to inform policy priorities and strategies; and
  - Developing and producing policy papers and briefs, fact sheets, special collections, and other technical assistance materials for use by domestic violence advocates, including those from culturally specific organizations, policymakers, and practitioners on key policy issues.
3. Enhances intra- and cross-team collaboration within the NRCDV and with partner resource centers and allied partner organizations, including but not limited to:
- Facilitating and cultivating strong working relationships with other NRCDV staff involved in policy advocacy, including the NRCDV Vice-President of Strategic Partnerships & Systems Change and Chief Executive Officer; and
  - Establishing and strengthening collaborative working relationships with the NRCDV's Programs & Prevention, Communications, and Operations Teams that are mutually beneficial to all teams, the NRCDV's work and the organizational culture; and
  - Assisting the Senior Leadership Team in providing ongoing support to the Domestic Violence Resource Network, including providing regular policy and research updates, informing meeting agenda development, and being a resource to them in their program, research and policy efforts.

#### **OTHER DUTIES**

- Provide consistent and effective supervision (direct and indirect) to any assigned staff or interns incorporating NRCDV's empowerment principles and commitment to racial justice;
- Serve as a member of the NRCDV Policy and Research Team, Management Team and other appropriate workgroups, to effectively manage organizational resources (personnel, budget, policies, etc.) and assist in the need for additional resources or support to enhance NRCDV's communication activities;
- Update the project management tools accurately and consistently and providing necessary project status reports;
- Track the performance of NRCDV programs per NRCDV's evaluation plan;
- Compile information for regular activity reports, including the collection and analysis of web site usage statistics, social media activity, and other related feedback;
- Actively engage in ongoing anti-racism and anti-oppression trainings and discussions and apply these approaches/analyses to ongoing activities related to this position;
- As opportunities arise and schedule allows, recruit and supervise interns providing necessary support and appropriate direction; and
- Perform other duties required by NRCDV Senior Leadership Team.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Experience and Education***

Substantial experience in gender-based violence, social justice, legislative and administrative systems advocacy, and/or social change work. Bachelor's degree from accredited four-year college or university with preference for graduate degree in public policy, social work or law. Any equivalent combination of education and experience is also acceptable.

### ***Communication Skills***

A proven track record of strong written and oral communication skills and the ability to communicate with others to understand them and to be understood, including demonstrated meeting facilitation and training skills. Ability to adapt writing style to suit different audiences and project types, including an understanding of writing specifically for the web.

### ***Project Management Skills***

Demonstrated program development and project management skills, including the ability to work effectively across teams and with consultants. Demonstrated team-building, limit-setting, problem-solving, creative and analytical thinking and organization skills.

### ***Computer Skills***

Significant computer proficiency with knowledge of Apple computers and experience with Microsoft Office and Adobe Suites. Experience with using web design and content management software/systems.

### ***Language Ability***

Ability to write reports, factsheets, correspondence, and other forms of written materials, including for a variety of audience. Ability to speak effectively before groups. Ability to read and interpret a variety of documents.

### ***Reasoning Ability***

Demonstrated ability to engage in critical thinking, analysis, and reasoning to promote effective policy strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

### ***Math Ability***

Ability to read, interpret, organize, and analyze data.

### ***Other skills, abilities and behaviors important to the NRCDV***

To be a successful member of the NRCDV team, an individual should demonstrate the following:

**Shared vision and direction** – Participates in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.

**Teamwork** – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participate in discussions, surveys, retreats, evaluations and other means of communication.

**Ethics & Integrity** - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.

**Valuing Diversity** - Celebrates diversity and shows respect and sensitivity for cultural differences.

**Personal Accountability** – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and monitors personal progress toward goals and objectives that relate to areas of responsibility.

**Problem-solving and Continuous Improvement** – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

**Judgment and Decision-Making** – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

**Dependability** - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Adaptability and Innovation** - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Fiscal Responsibility** - Works within approved budget; conserves organizational resources.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet, but with constant interruptions.

**TRAVEL REQUIREMENTS**

Occasional travel between NRCDV office in Harrisburg, PA and Washington, DC required, as well as some other national travel.