



OVW Disabilities- Project Manager Full-Time, Exempt, Benefits Eligible

Under the general direction of the Chief Executive Officer, the Project Manager serves as dedicated staff to a multi-year collaboration between WEAVE and The Society for the Blind designed to remove barriers and improve access to services for victims of domestic violence, sexual assault and stalking who are blind or low vision. The Project Manager is charged with moving the collaboration through the planning and development, and implementation phases of the project and will lead the multi-disciplinary team in developing key deliverables and implementing performance indicators. In addition, the Project Manager will serve as the primary contact with other OVW Disabilities funded projects, OVW program staff and technical assistance providers and will establish and maintain written and verbal documentation of the process and the project.

Responsibilities:

Leading collaboration through the planning and development phase by

- Scheduling meetings, conference calls, deadlines, and agendas
- Facilitating collaboration meetings
- Documenting decisions regarding planning and development deliverables.
- Building upon knowledge about the grant and the intersection of violence and disabilities
- Building and maintaining relationships with collaborative partners
- Ensuring the creation, submission and approval of five key deliverables
- Overseeing and managing the implementation phase of the project
- Drafting and editing deliverables based on the outcomes and decisions of the collaboration

Preparing grant and progress reports by

- Working with data management staff to ensure the timely entry of data by program staff and retrieving and analyzing reports
- Collecting narrative reports and anecdotal information from program staff
- Writing, reviewing, and submitting reports in a timely manner
- Providing feedback on grant progress to program managers and staff
- Serving as liaison to the Vera Center on Victimization + Safety and the Office of Violence Against Women
- Assist program staff with questions regarding the OVW Disabilities grant
- Attend department meetings and trainings as they relate to job duties
- Attend meetings and trainings upon grantors' request.
- Develop and maintain proposal templates for each program
- Other duties, as assigned

Minimum Requirements:

- Bachelor's degree in Business or Public Administration, or related field and at least two years' experience in either the disability or violence against women fields.

- Excellent project management and facilitation skills
- Superb written communication skills and good analytical ability
- Skilled collaborator and communicator
- Experience in planning, implementing and evaluating programs for compliance
- Advanced computer skills in MS Excel, Word, PowerPoint, Office and Outlook.
- Type 45-50 wpm with accuracy.
- Strong organization skills.
- Must be diplomatic
- Passion for planning and coordinating
- Can balance the process and the outcome
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance.
- Satisfactory completion of WEAVE's 68-peer counselor training program.

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WEAVE makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.