

**JOB DESCRIPTION ASSOCIATE DIRECTOR  
ASSOCIATE DIRECTOR OF PUBLIC POLICY**

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing over 1,000 advocates, organizations, and allied groups. We recognize domestic and intimate partner violence as one of many interconnected forms of systemic oppression and unequal power. It silences diverse perspectives and prevents people and communities from actualizing their full potential. The Partnership works to lead and energize the domestic violence movement by strengthening the capacity of the field to listen to the collective and varied perspectives of survivors, families, and communities with the goal of ending patriarchal, domestic, and intimate partner violence.

The Partnership is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion, and equity; and envisions an organization that reflects the rich cultural diversity of California. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

As a member of the Public Policy Team, the **Associate Director of Public Policy** reports to and is a strategic thought-partner to the Senior Director of Public Policy. The overall scope of duties encompasses responsibility for maintaining prevention strategies as an integral part of all programmatic and policy work, for the programmatic functioning of the Public Policy team, including: (a) policy development; (b) programmatic strategies and impact; (c) grants management; (d) human resources; and (e) organization-wide activities.

**RESPONSIBILITIES:**

*POSITION SUMMARY:*

- Lead with an intersectional broad analysis of homelessness, housing insecurity, and domestic violence.
- Develop and implement recommendations for policy and systems change, technical assistance and movement building including investigating and identifying barriers, best practices, policies, and procedures.
- Work statewide with Partnership member programs to reduce the disparate impact of co-occurring domestic violence and homelessness or housing insecurity to improve housing and economic stability for survivors.
- Cultivate partnerships with policymakers, housing advocacy organizations; state and local housing agencies; and other relevant stakeholders uplifting the voices of survivors and creating opportunities for field-building.

*POLICY/SYSTEMS CHANGE RESPONSIBILITIES:*

- Advocate for strategic legislative and system changes to improve the state's response to the intersection of domestic violence and homelessness and housing insecurity.
- Build collaborative relationships with California state agencies administering homelessness funding and local housing providers.

- Work with Partnership member programs and allied professionals to strengthen and formalize their collaborations with local housing providers.
- Evaluate and disseminate trauma-informed, culturally relevant, and racially equitable housing practices.
- Assist domestic violence advocates with maintaining and creating new relationships with city, county, and Continuum of Care housing agencies to expand opportunities for housing assistance.
- Assist Partnership member programs in building capacity for housing advocacy.
- Represent the Partnership on committees and advisory groups related to housing and homelessness and provide testimony and media interviews as appropriate.
- Financial management and oversight of applicable assigned grants, re-granting initiatives, and programmatic activities.
- In collaboration with Impact Strategies, develop, monitor, and report on programmatic efforts and evaluation measures including, but not limited to: (a) annual assessment of statewide needs; (b) surveys and other tools to evaluate programmatic offerings (i.e., trainings, events, etc.); (c) member engagement and satisfaction; (d) monthly dashboard reports for Board and membership reports; and (e) periodic analyses of efforts and outcomes to inform continuous quality improvement goals and advance programmatic development.

*POLICY LEADERSHIP, DEVELOPMENT, AND IMPLEMENTATION*

- In coordination with the Senior Director of Public Policy, collaborate with the Associate Director of Prevention & Associate Director of Community-Based Strategies, Engagement, and Impact to ensure alignment among policy-related activities including legislative and systems change work including high-level visioning of strategic goals, as well as coordination for implementing these visions.
- In coordination with the Public Policy Team:
  - Engage and partner with grassroots and grass tops leaders and organizations to advance policies to address survivors' experiences of homelessness and housing insecurity.
  - Identify and cultivate collaborative working relationships with other advocacy groups whose interests intersect with the Partnership's housing policy priorities.
  - Work the Partnership's Policy Advisory Council and an existing cohort of domestic violence programs addressing homelessness and housing insecurity (HOME Cohort).
  - Represent the Partnership on multi-disciplinary taskforces, committees, training forums, and advisory groups.

*TRAINING & TECHNICAL ASSISTANCE RESPONSIBILITIES:*

- Provide training and technical assistance to external housing stakeholders and agencies using Housing First principles and practices through a domestic violence lens.
- Provide technical assistance to Partnership member program advocates around issues related to housing and creating and maintaining relationships with housing agencies.
- Provide ongoing technical assistance on issues related to best practices when working with survivors of domestic violence experiencing homelessness and housing insecurity.
- Deliver training to homeless and housing providers on the dynamics of domestic violence and trauma-informed responses.

#### *GRANTS MANAGEMENT*

Under the direction of the Senior Director, responsible for management of programmatic grants, meeting all deliverables and obligations, and maintaining contract compliance standards.

- Prepare for submission of grant applications which support the programmatic functions and strategic directions of the organization.
- Implement the schedule of grants management responsibilities and timelines (i.e., application dates, program/financial reports, etc.).
- Collaborate with Project Administrator in preparation and submission of grant/project budgets and finance reports.

#### *HUMAN RESOURCES*

- Collaborate with Director of Culture and Trust to ensure a consistent standard of employee supervision, coaching, oversight, and appraisal.
- Provide direct supervision to assigned programmatic personnel.

#### **LEADERSHIP RESPONSIBILITIES:**

The Partnership's Associate Directors play a crucial leadership role ensuring the effectiveness and productivity of their respective teams. Through data analysis, strategic thinking, maintaining a values-based culture, and decision-making regarding current and future use of resources, coaching, mentoring, and day-to-day interface with direct reports and other key stakeholders, the primary role and function of the associate director is to enable achievement of the mission and goals of the team and the Partnership. This is accomplished through utilizing their knowledge, skills, and subject matter expertise in efforts to support and inspire employees to consistently achieve or surpass performance expectations and/or results. Key performance indicators of leadership, management, and supervision include:

- Creating a culture supportive of staff that fosters high levels of motivation, collaboration, productivity, and quality.
- Taking ownership role as an agent and representative of the Partnership.
- Maintaining high ethical standards and demonstrating integrity, honesty, and trustworthiness in all endeavors and communications.
- Responsible for stewardship of resources including engaging in data analysis and strategic thinking, planning and decision-making when determining or making recommendations pertaining to current and future use of staff, finances, materials, technology, space, and equipment.
- Incorporating knowledge of organizational culture, realities and challenges into staff supervision, communication, and work process implementation strategies.
- Proactively identifying and constructively addressing past, current, or anticipated areas of concern or disagreement between individuals and groups to ensure that work efforts and projects continuously move forward.
- Demonstrating effective communication and openness to feedback and ideas; encouraging creativity and innovation; constructively mediate and engage in difficult or sensitive conversations.
- Complete timely performance appraisals in accordance with Partnership policy.
- Equitably identify, seek, and support opportunities for professional development and training of team members.

- Value equity, diversity and inclusion and actively build a climate of trust, appreciation, and openness; seek input and participation equitably among team members and communicate respect and take proactive measures to promote respectful interaction.

**PROFESSIONAL DEVELOPMENT RESPONSIBILITIES:**

The Partnership cultivates an environment that values growth and encourages employees to excel. To be a broad-based coalition that brings expert attention and real solutions to issues effecting the field, the Partnership requires every employee to actively engage in a professional development plan that identifies goals and growth opportunities. Examples of activities that contribute to professional growth and development may include:

- Management and leadership training
- Professional certifications
- Technical skills training
- Teamwork and interpersonal skills training
- Participation in professional organizations
- Research
- Developmental relationships

**PRINCIPLES OF COMMUNITY:**

To foster the best possible working environment, the Partnership strives to maintain a climate of equity, fairness, cooperation, and professionalism. All of us are expected to positively contribute to a climate of integrity marked by mutual respect for each other; celebrate diversity and adapt responsibly to cultural differences; seek to foster understanding and acceptance; promote awareness through education; engage in constructive dialogue and strategies for engaging and resolving conflict; reject any and all acts of discrimination of any kind and appropriately confront and respond to such acts; affirm the right to freedom of expression; maintain and promote an atmosphere free of abusive or demeaning treatment, and commit to adherence and enforcement of the Partnership's Principles of Community that promotes the fulfillment of these principles. Key performance indicators of the principles of beloved community include:

- Communicating with dignity and respect
- Engaging in efforts to learn and understand the culture of the Partnership to interact in a manner that supports the overall mission
- Constructively engaging in teamwork and collaboration
- Working with others in a spirit of cooperation regardless of racial, ethnic, religious, age, ability, culture, gender identity, sexual orientation, or other differences
- Taking proactive measures to promote more respectful interactions in the workplace
- Treating and responding to others equitably and fairly

**OTHER RESPONSIBILITIES:**

- Position domestic violence issues along with other movements.
- Frame the work in the context of preventing and ending domestic violence.
- Embody and promote the Partnership's values and guiding principles.

**REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:**

- Bachelor's degree or relevant experience in Public Policy, Public Administration, social services, or related field; Master's degree preferred.
- Minimum of five years' non-profit management experience.
- Minimum of three years of systems change work.
- At least 5 years' experience addressing survivors' housing needs, working with a domestic violence, or housing program.
- Demonstrated experience working with Continuums of Care and federal or state homelessness funding requirements.
- Demonstrated ability to work collaboratively with community-based organizations.
- Demonstrated experience developing systems change solutions and improving structural responses to survivors' needs.
- Commitment to the Partnership's Mission.
- Excellent organizational and time-management skills.
- Ability to be self-directed and to work collaboratively within a team environment.
- Strong verbal communication and collaborative interpersonal skills.
- Demonstrated ability to communicate complex information and issues in a readily understandable way both orally and in writing.
- Experience in grants management and compliance.
- Able to work effectively as part of a team and on own initiative.

**DESIRED SKILLS/QUALIFICATIONS:**

- Knowledge of project management platforms and digital communication platforms (i.e. Zoom, Microsoft Teams, etc.).
- Technical proficiency with MS Office programs.
- Supervisory experience.

**TO APPLY:**

Please email the below items to Lisa Sica, Director of Culture and Trust, at [jobs@cpedv.org](mailto:jobs@cpedv.org). (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter
- b) Resume

*All items should be combined into a single email attachment in PDF form, and your cover letter should be pasted into the body of the email.*

Applications received by November 18, 2022, will be given priority; however, the position will remain open until filled.

**LOCATION/TRAVEL:**

This position may require regular travel (approximately 25-40% of the time). This is a remote position.

**SALARY:**

- This is a full-time, exempt position.
- The minimum starting salary for the position is **\$92,000**.
- Salary may be adjusted for experience.

**BENEFITS:**

The Partnership pays the entire cost for each employee's Health, Dental, and Life Insurances, and 75% of dependent Health and Dental premiums. The Partnership also provides 18 paid holidays (including the last full week of each year), 2 weeks of annual leave and 15 days of sick leave each year. In addition, the Partnership contributes a 3% pension match.

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*The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions based on merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or an association with a person having any of the above characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy.*

*The Partnership is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.*

*The Partnership has a policy of encouraging diversity in the workforce. Employee diversity maximizes the talented pool of the organization and is an important component of the management workforce of the organization. Employees, as well as Members benefit from the organization's policy on diversity because employees work in a dynamic environment where many different views are considered and respected. The Partnership serves the information needs of widely different communities in California and is committed to cultivating a diverse workforce that represents many backgrounds.*

*This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.*