

JOB DESCRIPTION
GUN VIOLENCE RESTRAINING ORDER FOR SURVIVORS PROJECT DIRECTOR

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 ultimate 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.

Under the direction of the Executive Director, the the **Gun Violence Restraining Order for Survivors Project Director** (GVROSPD) will exercise independent decision making to accomplish the goals and objectives of the project and will serve as the main resource and point of contact for project specific topic(s) for Partnership staff, GVRO stakeholders, GVRO and second-tier sub-grantees.

The GVROSPD will be responsible for co-designing and managing the implementation of the strategic planning process for the GVRO project. GVROSPD plans, directs, and manages the development and implementation of GVRO grant deliverables, coordinates activities, oversees the disbursement of sub-grantee programs funds, contracts for consultants, and stipends for stakeholders. The GVROSPD builds and supports a collaborative table of GVRO stakeholders.

The GVROSPD is responsible for managing the activities and operations related to design and implementation, is fully accountable for accomplishing successful delivery of GVRO project design, goals, objectives and provides leadership to create reliability, efficiency, and innovation which support the GVRO project. GVROSPD will be responsible for co-designing and managing the implementation of the GVRO campaign. Under general direction, will plan, direct, and manage the development and implementation of coordinated activities and perform related duties as assigned.

RESPONSIBILITIES:

- Administer a non-competitive and weighted \$100K application for member programs to develop GV and DVRO, DV Fatality outreach and education campaigns;
- Oversee the administering of \$4,000,000 to California rural and culturally specific DV programs serving historically marginalized and overrepresented communities;
- Build a collaborative table of GVRO stakeholder second tier subgrantees;
- Co-develop and oversee the development of an easily accessible online toolkit to increase survivors' access and knowledge of how to navigate GVRO and DVRO petition systems on the Partnership's website;
- Co-develop and oversee the planning and development a replicable multi-media campaign on gun violence and domestic violence restraining orders and DV gun fatality in marginalized communities with media consultants and stakeholders; and
- Successfully launch the above campaign within the designated timeline.



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 and directly aligns with the Partnership's Theory of Change.
- 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.
- Recognizing – within themselves and others – conversations or activities that could serve to make others feel isolated, ostracized, or harassed.

OTHER RESPONSIBILITIES:

- Support GVRO second tier sub-recipients' design and implement local awareness campaigns.
- Communicate with Policy team on GVRO and gun violence initiatives and Track state and local policy.
- Work with Communication team to keep membership abreast of the project.
- Collaborate with Impact Strategies to measure and evaluate the overall project and provide TA to third-tier sub-grantees for evaluation of their projects.
- Promote coalition building.
- Develop and sustain strong relationships with stakeholders and GVRO state partners.
- Lead monthly stake holder convenings.
- Participate in ongoing State partner meetings.
- Write quarterly reports on GVRO progress and challenges.
- Provide references and resources to three-tier sub-grantees.
- Monitor budget expenditures and manage the budget development.
- Approve invoices and forms from vendors and consultants.
- Monitor compliance for third-tier sub-grantees.
- Position domestic violence issues along with other movements.
- Embody and promote the Partnership's values and guiding principles.

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:

- At least 5-years of work experience in domestic violence field in California
- At least 3-years in culturally specific or responsive work
- At least 3 years of multi-disciplinary collaboration building
- At least 4-years in project management
- At least 2-years in budget management
- 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; ability to communicate complex information and issues in a readily understandable way both orally and in writing
- Able to work effectively as part of a team and on own initiative
- Commitment to the Partnership's Mission

DESIRED SKILLS/QUALIFICATIONS:

- Knowledge of grants management.
- Knowledge of project management platforms.
- Technical proficiency with MS Office programs.
- Supervisory experience.

LOCATION/TRAVEL:

The Partnership's main office is in Sacramento, California; however, we are currently operating under telework-only conditions. Under normal operations, this position may require regular travel (approximately 25-40% of the time). While working out of the Sacramento office is preferred when normal operations resume, CPEDV will also consider California/non-California based, remote applicants for this position. Please indicate in your cover letter if you are applying as a remote-only applicant.

SALARY:

- This is a full-time, exempt position.
- This position is currently funded for two years. During those two years, the Partnership will be seeking to secure permanent funding.
- 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. The Partnership also provide 18 paid holidays (including the last full week of each year), 2 weeks of annual leave and 15 days of sick leave each year.

The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions on the basis of 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.