



## JOB DESCRIPTION

**Position:** Housing Project Director  
**Reports to:** Director of Strategic Initiatives  
**Classification:** Exempt

The mission of the Washington State Coalition Against Domestic Violence is to mobilize our member programs and allies to end domestic violence through advocacy and action for social change. WSCADV's team approach facilitates the sharing of power and responsibilities across positions and reflects WSCADV's commitment to inclusion and leadership development.

WSCADV has emerged as a leader in the Domestic Violence Housing First approach. This is part of our national leading role to improve the response to domestic violence and create a social intolerance for abuse, keeping the experiences of survivors—including from communities of color and other historically marginalized communities—at the center.

This position will coordinate WSCADV's housing work, with primary responsibility for: directing, visioning, planning, implementing, and evaluating; budget, including federal research funds; contracts management and grant reporting; supervision; communications; and working with federal, state, and local policy makers and funders on project-related issues. Periodic overnight travel will be required. Valid driver's license and/or ability to travel to events locally and out of area are also required.

### **Primary Responsibilities**

- 1) Lead the DV Housing First demonstration and research initiative for WSCADV and our member programs. Provide leadership on vision, goals, and nationally-leading approach. Advance implementation of DV Housing First strategies in the two regions of the demonstration project, as well as statewide and nationally.
- 2) Develop the project's strategic direction, budgets, work plans, funding proposals, policy work (in collaboration with the WSCADV Public Policy Coordinator), and training and technical assistance.
- 3) Seek major funding support and steward working relationships with major project funders (in collaboration with WSCADV directors). Coordinate, implement, and deliver on time all project activities obligated in funding agreements, including with the federal Office for the Assistant Secretary of Planning and Evaluation and the Bill and Melinda Gates Foundation. Write and submit reports and invoices.

- 4) Supervise project staff and consultants.
- 5) Oversee and inform the research and evaluation design, implementation, contract with Michigan State University, and on-the-ground work of the researcher and field staff.
- 6) Design and provide training and technical assistance for the demonstration and research project implementation, National Alliance on Safe Housing, and King County Best Starts for Kids levy initiative.
- 7) Research, analyze, monitor and build effective collaborations on housing and homelessness policy and funding issues related to domestic violence.
- 8) Partner with Public Policy staff on housing issues related to WSCADV's public policy agenda and legislative advocacy.
- 9) Represent the Coalition by serving on approved committees (such as the National Alliance to End Homelessness, State Advisory Council on Homelessness, and WA State Re-Entry Council) and speaking at or participating in national meetings and conferences.
- 10) Ensure effective communications with the domestic violence and housing/homelessness fields. Develop, write or co-author, and publish white papers and materials.
- 11) Perform all work in a culturally responsive manner consistent with WSCADV's mission and Principles of Unity.
- 12) Participate in general WSCADV staff activities and other duties as assigned.

*Updated 12/15/16*