***Illinois Coalition Against Domestic Violence***

***Job Description***

**Job Title: DIRECTOR OF ECONOMIC EMPOWERMENT**

**Classification: EXEMPT**

**Supervisor: CHIEF OPERATIONS OFFICER**

**Work Performed/Position Responsibilities:**

* Assist domestic violence program staff to effectively incorporate economic planning and education into their services for domestic violence survivors.
  1. Work with ICADV Training Institute and trainers to provide regional workshops that prepare domestic violence program staff to deliver economic advocacy to survivors.
  2. Implement follow-up activities with workshop participants after training.
* Provide ongoing technical assistance to staff at ICADV’s member domestic violence organizations throughout Illinois.
  1. Reach out to domestic violence program staff to provide technical assistance, including helping staff with specific challenges they encounter when working with individual survivors and when delivering economic education classes to groups.
  2. Travel to sites, as needed, to provide assistance and develop skill-level of domestic violence program staff.
  3. Provide regular opportunities for ICADV member domestic violence program advocates to get new information and participate in idea sharing about challenges, resources and solutions. This happens through written informational pieces, online surveys, webinars, conference calls and in-person regional meetings.
  4. Develop and maintain a database of statewide and local information and resources for advocates to tap into.
* Foster partnerships with local community resources.
  1. Develop relationships with a wide variety of organizations that provide financial resources and programs for low-income individuals.
  2. Assist local domestic violence programs in addressing economic barriers in their communities.
  3. Assist local domestic violence programs in connecting to community resources such as job training programs and community partners who provide specialized training and preparation for asset building goals such as home ownership and microenterprise.
  4. Foster ways to educate general public and organizations about ICADV, the Economic Empowerment Project, economic abuse and the local member programs.
* Assist ICADV with advocacy for state and local policies that reduce economic barriers and maximize survivor’s economic opportunities.
  1. Assists ICADV in developing strategic partnerships with economic and community organizations for statewide policy advocacy.
* Assist in development and submission of grant proposals and reports related to ICADV’s Economic Empowerment Project as needed.
* Perform other duties as may be necessary or assigned by the Chief Operations Officer and Executive Director.

**Knowledge Requirements:**

* Comprehensive understanding of domestic violence including experience working in a domestic violence service agency or other social service organization.
* Knowledge of the Illinois Coalition Against Domestic Violence or similar nonprofit organization.
* Knowledge of systems advocacy and how to effectively work with nonprofit, government and for-profit institutions.
* Commitment to the empowerment of domestic violence survivors and client-centered services.
* Basic knowledge of financial education/counseling to low-income individuals including experience working with or managing a project for an anti-poverty, economic advocacy organization, domestic violence organization, or other social services organization.
* Familiarity with economic policies and practices that impact low-income individuals.

**Skills Requirements:**

* Excellent oral and written communication skills which demonstrate a commitment to professionalism and appropriate conflict resolution methods which lead to positive solutions.
* Ability to speak in public forums and conduct trainings.
* Leadership, self-motivation, and organization skills needed to continue a special project.
* Ability to coordinate and facilitate group meetings.
* Ability to problem-solve and research needed information with difficult and diverse situations.
* Ability to understand and interpret complex rules and regulations.
* Knowledge of day to day use of Microsoft Office suite of software applications and use of Adobe Acrobat.

**Physical Requirements:**

* Occasional lifting of light boxes may be requested.
* Ability to drive oneself or secure reliable transportation to reach all areas of Illinois.
* Ability to regularly work off site as needed.

**Special Demands:**

* Willingness and ability to travel with occasional overnight stays.
* Must be able to secure reliable transportation, including driver’s license and proof of insurance if necessary when travel is required.
* Ability to work in fast-paced, non-smoking, feminist-centered environment.
* Ability to work cooperatively with a variety of people as well as independently with minimal supervision.

**Sources:**

* The Director of Economic Empowerment takes direction from the Chief Operations Officer and the Executive Director.
* The Director of Economic Empowerment is supervised by, reports to, and evaluated by the Chief Operations Officer.

**Accountability:**

* The Director of Economic Empowerment is responsible for the development and maintenance of new ICADV project.
* The Director of Economic Empowerment is responsible for identifying potential project partners and initiating appropriate relationships with those entities.
* The Director of Economic Empowerment is responsible for ensuring member domestic violence programs are provided advocacy tools allowing them to better respond to the economic sufficiency needs of survivors they serve.

ICADV is an equal opportunity employer.

Created: May 2007

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