

## **Job Description: Policy Manager (Full-Time)**

### **Organizational Overview**

The National Center on Domestic Violence, Trauma, and Mental Health (NCDVTMH) is a federally funded national technical assistance resource center providing training and technical assistance; policy analysis and development; research and evaluation; and public awareness. NCDVTMH's work is survivor-defined and rooted in principles of social justice. It is guided by the experiences of domestic and sexual violence survivors and their families, up-to-date research, and by an intersectional analysis of how systems impact the lives of survivors. Our work emphasizes the realities faced by marginalized communities and is aligned with the broader anti-violence movement. We work in partnership with allied organizations committed to gender, racial, economic, health, and social justice.

### **Position Description**

The Policy Manager will be responsible for NCDVTMH's state-level policy and system improvement work on the intersections of domestic violence (DV), trauma, mental health, and substance use. They will lead our on-the-ground efforts to improve cross-sector policy and system responses for survivors experiencing the effects of trauma, including mental health and substance use, and their families. The position involves a combination of state-level policy analysis and development; collaboration-building between state, territory, and Tribal domestic violence and sexual assault coalitions and administrators and state mental health and substance use agencies; and provision of training and technical assistance on model policies and their implementation.

### **Working in close collaboration with NCDVTMH's Director, the Policy Manager will:**

- Provide expert analysis and leadership in developing and enhancing state-level policy and system responses to DV, trauma, mental health, and substance use through a combination of policy analysis/development activities and training and technical assistance.
- Engage stakeholders, fostering and/or supporting collaboration between state, territory and Tribal domestic violence/sexual assault (SA) coalitions and state DV, mental health, and substance use agencies, funders, and policy makers, as well as local cross-sector collaborations.
- Identify state-level needs and existing resources and opportunities for responding to mental health and/or substance use in the context of DV, including engaging stakeholders in identifying existing resources and gaps between systems.
- Identify, analyze, and synthesize relevant research and policies related to substance use and DV/gender-based violence that impact survivors and their families, with particular attention to the overdose epidemic and suicidality, as well as underserved/marginalized communities, people of color, Indigenous communities, LGBTQI2S survivors, immigrants, Deaf or hard of hearing individuals, persons with disabilities, survivors impacted by legal or child welfare system involvement, and others who are disproportionately impacted by DV and/or marginalized.
- Develop state-level policy guidance for DV/SA coalitions, Family Violence Prevention and Services Act (FVPSA) administrators, and mental health and substance use administrators.
- Develop policy papers and training and technical assistance materials for policymakers, state agencies, and for the DV/SA, mental health, and substance use disorder treatment and recovery support fields.
- Oversee related project development, coordination, and implementation of state-level policy work, particularly in relation to collaboration between the DV/SA, mental health and substance use fields.

- Support the development, adoption, expansion, and implementation of culturally responsive, DV- and trauma-informed policy that advances social justice, including racial equity.
- Identify model state and/or local policies to share with the Director and policy consultants
- Prepare, organize, and contribute policy-related content to be disseminated through NCDVTMH's webpage and learning management system
- Other duties as assigned

**Skills, Qualifications, and Requirements:**

- Bachelor's degree, Master's degree in public policy, social work, law or related field, preferred
- At least 5 years of public policy experience including experience working across systems, particularly domestic violence, mental health, and substance use systems
- Excellent organizational, interpersonal, and verbal, and written communication skills, including experience researching, writing, and presenting for a range of audiences.
- Ability to manage multiple projects and competing priorities
- Experience with social justice, anti-racist, and equity-based approaches
- Experience working with culturally-specific populations and marginalized or underserved populations
- A demonstrated ability to cultivate and sustain equitable relationships with diverse groups of people, including survivors of domestic and sexual violence, people and communities of color, Deaf and hard of hearing people and communities, people with mental health- and substance use-related lived experience, and LGBTQIA2S communities and people
- Proficiency in Google Suite, presentation software (Power Point, Google Slides, etc.), word processing software (Microsoft Word, Google Docs, etc.), spreadsheet software (Microsoft Excel, Google Sheets, etc.), and Apple operating systems

NCDVTMH is an equal opportunity employer. Survivors of domestic and sexual violence, BIPOC individuals, LGBTQIA2S individuals, people with disabilities, and people from varying socioeconomic backgrounds are warmly encouraged to apply.