



## WEST VIRGINIA COALITION AGAINST DOMESTIC VIOLENCE

### Team Coordinators

### JOB DESCRIPTION

**REPORTS TO:** Board of Directors

**SUPERVISES:** All staff

#### **PRIMARY RESPONSIBILITIES:**

The function of the Team Coordinators is to uphold the mission and oversee the administration and implementation of the strategic plan by:

- Affirming and resourcing member domestic violence programs throughout the state;
- Facilitating communication and information exchange among member programs;
- Serving as liaison with state and national groups concerned with issues of gender-based violence;
- Providing oversight of interagency coordination, public policy development, and statewide training
- Implementing long range plans established by the Board of Directors.

Team Coordinators are also responsible for managing and directing fiscal, development, personnel, program and policy activities of the WV Coalition Against Domestic Violence. Team Coordinators provide leadership and management for all organizational matters and ensure that organizational responsibilities are fulfilled.

**SHARED DUTIES:**

1. Provide oversight for the daily operations of the organization including: budget administration and funding development; human resource development and management; strategic planning; organizational planning and implementation; public policy advancement and public relation building; and program assessment and evaluation.

**Specific Duties – This may shift**

<p><u>Administrative Point Person</u> Grants management</p> <ul style="list-style-type: none"> <li>❖ Develop process and provide oversight for submission of grant proposals, reports, communication with funders</li> </ul> <p><u>Organizational development</u></p> <ul style="list-style-type: none"> <li>❖ Coordinate periodic and timely review of bylaws, membership, benefits and other administrative issues</li> <li>❖ Provide day-to-day administrative oversight of equipment and contracts</li> <li>❖ Coordinate and plan process for development of WVCADV’s strategic plan and annual report</li> </ul>	<p><u>Program/Public Policy Point Person</u> Projects Management</p> <ul style="list-style-type: none"> <li>❖ Coordinate, review, and plan for communication and interaction among WVCADV’s projects</li> <li>❖ Provide oversight and coordination for technology and database projects</li> </ul> <p><u>Public Policy</u></p> <ul style="list-style-type: none"> <li>❖ Act as liaison and oversee communication with national organizations, congressional delegations, and state public policy makers</li> <li>❖ Provide oversight for public policy strategy and statewide systems advocacy</li> </ul>
Supervision of Project Managers	

2. Oversee statewide domestic violence public awareness, education, training and prevention efforts.
3. Monitor all projects initiated by WVCADV staff.
4. Coordinate all activities related to the implementation of the Coalition’s long range plan and oversight of the daily operations of the organization.
5. Advocate to strengthen state and federal laws and policies for victims of domestic violence and their children.
6. Oversee public relations efforts including visibility campaigns and the production and dissemination of public relations materials and public relations activities.
7. Serve on state and national advisory committees, attend conferences, promote collaborative work, oversee media advocacy and other related activities in order to increase WVCADV visibility, coalition-building and organizational networking.
8. Coordinate the development of a fully automated statistical collection/reporting system from licensed domestic violence programs and generate quarterly/annual statistical reports.
9. Build coalitions and alliances with other statewide public and private agencies and organizations and provide leadership for the development of effective public policy.
10. Coordinate efforts to build the capacity of the coalition to meet established goals and objectives and to respond to changing needs of the membership, the Board of Directors and the funders while maintaining the primacy of the mission of the Coalition.
11. Monitor grants received for compliance with objectives and time lines, and prepare grant reports for funders.
12. Serve as liaison between the Board of Directors and WVCADV staff and oversee facilitation of staff meetings.

**QUALIFICATIONS:**

1. A Bachelor's degree and a minimum of five years experience working in management, personnel, supervision, fundraising, program and policy development for a non-profit social justice organization or comparable job situation.
2. Commitment to WVCADV's Mission Statement and Principles of Unity, and Corporate Positions.
3. Excellent problem solving skills, experience in advocacy and training, high energy level, ability to work in partnership with others with maturity, self-confidence, and creativity.
4. Knowledge and experience of the legislative process.
5. Excellent verbal and written communication skills, and proven organizational and time management skills.
6. Proficiency in the use of Windows applications.
7. Demonstrated ability to engage diverse people and groups in working towards common goals.
8. Ability to prioritize and simultaneously juggle multiple tasks.
9. Ability and commitment to work collectively and within a consensus decision making process.
10. Experience in public speaking and in developing public relations.
11. Commitment to conflict resolution, ethical communication and cooperative working relationships with staff, Board of Directors, and collaborative partners.

**EMPLOYEE STATUS:** Full time (35 hours)

**CLASSIFICATION:** Exempt

**WV COALITION AGAINST DOMESTIC VIOLENCE IS AN EQUAL OPPORTUNITY EMPLOYER.**  
Those historically discriminated against in the workplace are encouraged to apply.