



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Full-Time, Exempt Position Available:
Transitional Housing Manager**

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence, and provides training, technical assistance, education, and support to state and territorial domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV 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 the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms. NNEDV currently has 45 employees.

NNEDV is seeking a full-time Transitional Housing Manager to provide targeted training and technical assistance to recipients of grant funds for transitional housing for survivors of domestic violence, sexual violence, dating violence, and/or stalking. The ideal candidate will have a passion for engaging with local programs across the country that provide housing and supportive services to survivors of domestic violence, sexual violence, dating violence and/or stalking in order to advocate for policies and practices that are survivor-centered. They have a proven ability to build rapport with project partners and consultants in order to leverage knowledge and resources to support programs that serve survivors. They will be interested in and committed to creating and completing projects that meet grant goals.

RESPONSIBILITIES

- Provide training and technical assistance related to federally funded transitional housing for survivors.
- Review program materials for all new and returning grantees.
- Manage the development of all asynchronous learning content.
- Work with project partners in order to increase access to transitional housing for marginalized communities.
- Identify diverse speakers/partners for training events and resource creation.
- Attend trainings and meetings to increase knowledge of topics related to providing transitional housing to survivors.

- Participate in cross-team federal partner spaces

WHAT YOU'LL DO

- Add Korean captions to asynchronous English content in preparation for uploading into an eLearning platform.
- Provide technical assistance via Zoom to a housing program that has encountered barriers to housing survivors.
- Collect statistics and other information for federal grant reports.
- Support team members in order to meet project deadlines.
- Post archived webinars onto the eLearning site.
- Review program materials and provide substantive feedback to grantees.
- Participate in planning meetings for training content to be released in the next three to six months.
- Report to the Director of Transitional Housing.

QUALIFICATIONS

To be successful in this job, you will need a minimum of eight years of experience, or a combination of eight years of experience and education, plus excel in the following four areas:

Motivation to achieve results: You have a track record of accomplishing ambitious goals and getting results even when there are obstacles. You set a high bar and meet it, because you anticipate hurdles and come up with appropriate solutions. You plan backwards and involve team members and external partners when necessary. You have experience managing multiple projects and keeping tasks from slipping through the cracks.

Relationship building: You develop and maintain strong, collaborative working relationships with a diverse group of clients and external partners. You know how to build rapport and find points of collaboration even when there are competing interests.

Commitment to best practices: Your approach to training and technical assistance aligns with:

- Knowing that housing is a basic human right;
- Housing First practices;
- Voluntary Services approach; and
- Harm Reduction principals.

Commitment to racial equity and social justice: You recognize the role of race, income, age, immigration status, and other identities in shaping survivors' lives, and you consistently amplify

community voices to advocate for more equitable policy solutions. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.

Knowledge of homelessness systems, the U.S. Department of Housing and Urban Development (HUD), housing funding streams, and Continuums of Care will be a great benefit.

LOCATION

This is a full-time, exempt position. Candidates can either be remote-only or be in the DC metro commuting area. Because of COVID-19 precautions, currently, NNEDV is in a voluntary work from home status; however, a DC-based employee will ultimately work out of our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro.

Please indicate in your application email if you are applying as a remote-only applicant.

TO APPLY

- The application for this position will consist of two documents: 1) a resume; and 2) a one-page response to the following questions: What does the voluntary services model mean to you, and how have you implemented that model into your work?
- The documents should be combined into a single email attachment in PDF form and emailed to: Teresa Lopez, Transitional Housing Director at THManager@NNEDV.org.
- Applications that do not contain both of the required items may not be considered.
- No U.S. mail or faxes please.
- Applications received by June 7, 2023 will be given priority; however, the position will remain open until filled.

SALARY AND BENEFITS

- This is a full-time, exempt position.
- Salary for the Transitional Housing Manager is budgeted at \$85,000 for DC and may be adjusted for experience and for remote-based staff based on locality.
- NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances.
- NNEDV contributes 3% to each employee's 401k retirement plan (no match required), where eligible under our plan documents.
- NNEDV provides 19 paid holidays, including the last full week of each year, 15 days of accrued annual leave, and 10 days of accrued sick leave.

- NNEDV also offers vision insurance at a nominal cost.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.