

**POSITION: Greater Richmond Regional Collaborative Manager (Salaried, Full-Time)**

**PAY GRADE:6**

### **POSITION SUMMARY**

Partner organizations of the Greater Richmond Regional Collaborative to End Sexual and Domestic Violence (GRRC) are committed to providing efficient and effective services, informed by best practices, to better meet the needs of individuals affected by sexual and domestic violence in the region. Partners in the GRRC include: YWCA Richmond, Hanover Safe Place, Safe Harbor, The James House, GoochlandCares, and Project Hope at Quin Rivers.

**Scope:** The GRRC Manager supports the collaborative in providing high-quality regional services that address partner's organizational and client needs. The Manager will be a skilled communicator and confident project manager, passionate about ensuring high-quality care for the victims of sexual and domestic violence, who can facilitate strong partner relationships and guide the GRRC through the start-up and implementation of this next phase of its evolution. As the first individual to be in this position, the Manager will create systems to organize the GRRC's internal and external functions, and manage public engagement, partner relationships, program execution and improvement, and resource development. The Manager is accountable to the GRRC partners and will report to the executive director/CEO of the GRRC's host organization (YWCA Richmond) for supervision, human resources, and operational-level needs. This Manager will make key management decisions in explicit agreement with the GRRC partners.

### **DUTIES**

#### **Public Engagement**

- Identify opportunities to increase community awareness of GRRC goals and activities and coordinate partners in leveraging these opportunities
- Create, or manage creation of, and effectively deploy communication tools, including website and social media
- Build relationships with community leaders, public officials, and policymakers to advance policy and improve practice on behalf of the GRRC

#### **Member Relationships**

- Facilitate ongoing communication between GRRC partners
- Coordinate regular updates (in-person, phone, email, other) to facilitate alignment of activity across organizations
- Manage meeting logistics (scheduling, location, agenda, minutes) for GRRC meetings
- Ensure partner accountability to GRRC standards and expectations
- Manage daily operations of GRRC efforts and regularly update partners on successes, areas of concern, and upcoming decision-points
- Draft, monitor, and propose updates to working agreements, including memoranda of understanding
- On-board new partner Executive Directors consistent with participation standards

## **Program Improvement and Execution**

- Actively seek to retain awareness of relevant community and client needs
- Research and propose alternatives for meeting community and client needs through joint programming
- Establish and maintain systems for monitoring and measuring program outcomes, and provide training or technical assistance to partners to use systems
- Organize and coordinate communication among regionalized staff
- Identify and propose solutions to program-level concerns as they arise

## **Resource Development**

- Identify grant and fundraising opportunities for GRRC programming and coordinate shared grant proposals
- Plan and balance GRRC budget while maintaining required diversification of partner organizations' fiscal responsibility
- Draft grant applications in coordination with partner organizations
- Create or manage creation of summary reports to key funders and other stakeholders
- Support and champion collaborative fundraising efforts

## **Internal Communication**

- Outline a schedule and identify relevant task "owners" for the development of primers and data collection protocols
- Encourage GRRC program coordinators to establish follow-up protocols appropriate for their specific initiatives
- Organize regularly-scheduled case manager meetings for program coordinators to propose ideas and elicit feedback

## **SUPERVISION**

This position reports directly to the CEO of the YWCA, with indirect accountability to the GRRC partner Executive Directors.

## **QUALIFICATIONS**

### **Education:**

- Bachelor's Degree required from a four-year college or university in a related field

### **Experience:**

- Minimum 5 years of nonprofit management or administration experience related to social services for vulnerable populations
- Experience managing a team
- Previous experience in coordinating projects serving multiple organizations, departments, or constituencies

- Familiarity with domestic and sexual violence preferred
- Working knowledge of computer and office equipment, Microsoft Office software programs, and a familiarity with Apricot or other similar data base management software preferred

### **Skills/ Requirements**

The ideal candidate will be energized by the opportunity to play a key role in the GRRC's evolution, demonstrating comfort with the ambiguity associated with its growth and development. Among other qualities, the ideal candidate will possess:

- A passion for ensuring high-quality care for victims of sexual and domestic violence
- Proven capacity for managing principals and programs
- Strong facilitation and mediation skills
- Ability to think strategically across organizational and systemic levels
- Demonstrated experience in implementing process-improvement techniques, especially concerning communication and workflow
- Excellent oral and written communication skills
- Ability to handle multiple assignments and meet deadlines; ability to pay attention to accuracy and detail while thinking broadly; ability to evaluate and adjust priorities and activities as needed
- Demonstrated leadership in building relationships across race, socio-economic, gender, sexuality, and ability differences
- Track record of motivating and managing diverse and disperse teams to be efficient, productive, and innovative
- A strong results orientation
- Demonstrated ability to work independently, flexibly, and with good humor
- Ability to develop and maintain networks and relationships
- Ability to work closely with program teams to ensure accurate and timely reporting of data
- Ability to travel within the region to partner agencies
- Successful completion of criminal background and credit checks and random drug screening

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

### **How to apply**

Applications are being accepted through January 31, 2019. Please email a cover letter, salary expectations, and resume to Kimberly Dunham, Human Resources Director, at [kdunham@ywcarichmond.org](mailto:kdunham@ywcarichmond.org).