



POSITION DESCRIPTION

Director of Member Relations

Type of Position: Full-Time (40 hours/week), Exempt
Work Site: Hybrid – Waterbury, VT/Home Office
Supervisor: Co-Executive Director (TBD Which One)
Pay Range: Director Level - \$60,000 - \$95,000

Purpose: A strong and well supported coalition of Member Organizations.

Outcomes:

1. The voices and interests of Member Organizations inform the work of the Vermont Network.
2. Member organizations have access to resources, training, technical assistance and capacity building tools to support their impact and organizational sustainability.
3. There is a vibrant and connected community of Executive Directors and domestic and sexual violence advocates statewide.
4. Member Organizations are supported to offer shelter and housing advocacy to survivors.

Strategies:

- Coordinate and support regular in person and virtual convenings of Member Leaders and advocates.
- Ensure the Network conducts regular needs assessments of Member Organizations and provides training and technical assistance to meet identified needs.
- In partnership with relevant staff and contractors, oversee and manage relationship(s) with database vendor(s) and ensure training, TA and resources are available to facilitate programmatic data management and reporting by Member Organizations, sub-grantees and the Vermont Network.
- Provide overall leadership and management to the Housing Opportunity Program (H.O.P.) grant program and oversee programmatic reporting.
- Provide staff and contractor supervision, where required.
- Manage and support grant and program budgets and applications for funding, when applicable.
- Represent the Vermont Network at statewide and national events or conferences.
- Other duties as assigned.

Additional Activities

- Manifest in daily activities the core values of the organization: integrity, love, and boldness.
- Use the Network's Principles for Constructive Communication.

- Engage Member Organizations and the diverse voices of survivors, their families and communities to inform all activities.
- Participate in organizational development activities.
- Participate in efforts to achieve organizational goals for addressing racism and the intersection of racism with other forms of oppression.

Qualifications:

- Any combination of experience and education equal to a Bachelors or Arts or Science Degree in one of the human services or related fields;
- At least 4 years' experience in a non-profit organization, or related field, ideally in a leadership role;
- Demonstrated skills in complex project design, implementation and management;
- Grant management experience, management of state and/or federal grants preferred;
- Demonstrated ability to supervise and oversee staff;
- Knowledge of domestic and sexual violence and related systems of support and response;
- A demonstrated commitment to anti-oppression work and ending gender-based violence;
- Successful record of working effectively across disciplines and achieving goals through collaboration;
- Ability and commitment to work within a team model to achieve organizational goals;
- Excellent verbal and written communication skills;
- Excellent group facilitation skills.

The Vermont Network strives to build a diverse and inclusive community. We believe that in order to support our Member Programs in their efforts to meet the needs of survivors and change the ways in which their communities think about and address domestic and sexual violence, we as an organization must honor the cultures, beliefs, and values of those we serve, and to foster an environment of mutual respect, acceptance and equal opportunity.

We are committed to building and maintaining a multi-cultural and diverse work environment which reflects diversity that exists among the people of Vermont.

The Vermont Network Against Domestic and Sexual Violence does not discriminate on the basis of race, gender, sexual orientation, religion, age, ability, or national origin.