

## Housing & Economic Justice: Policy Program Manager

**Reports to:** Executive Director

**Status:** Full Time Exempt

**Compensation includes:** Salary \$47,500, comprehensive medical and dental insurance coverage for employee and minor children, flexible work schedule, vacation & sick leave, opportunities for learning.



**VIOLENCE FREE**  
MINNESOTA

## Mission of Violence Free Minnesota

To represent victim/survivors of relationship abuse and member programs; challenge systems and institutions; promote social change; and support, educate, and connect member programs.

[www.violencefreeminnesota.org](http://www.violencefreeminnesota.org)

## Position Description

Violence Free Minnesota, the statewide coalition of programs working to end relationship abuse, is excited to hire two passionate and qualified program managers to work as part of the coalition team. Both positions work to advance safe, affordable housing and economic justice for survivors of domestic and sexual violence. Currently, housing and economic justice work is focused in the following areas:

**Implementation of Violence Free Minnesota's housing plan**, including: strengthening member programs' participation in local Continuum of Cares (CoCs); addressing tenant/landlord issues to ensure safety and housing for survivors; increasing access to housing/homelessness dollars; increasing understanding of and responsiveness to the Violence Against Women Act (VAWA) regulations amongst housing programs and agencies; and addressing HMIS database concerns.

**Administering the Survivor Fund**, including: financial empowerment advocacy training; distributing funds for survivors through member programs for one-time housing stability and credit building purposes; and working with member programs to expand their capacity for financial empowerment work.

**Working with state and national nonprofit and government organizations** to address the intersections between relationship abuse and homelessness;

**Collecting data** on those attempting to flee violence as a supplement to the annual Point In Time homelessness count.

The Policy Program Manager will primarily hold an external facing role, working on policy as it relates to housing and economic justice issues at the state and national level. The Policy Program Manager will be part of Violence Free Minnesota's policy team and work closely with the Housing and Economic Justice Capacity Building Program Manager.

The Capacity Building Program Manager will primarily hold an internal facing role, working closely with member programs and advocates to increase their capacity to implement effective housing and economic justice advocacy. The Capacity Building Program Manager will work with the Housing and Economic Justice Policy Program Manager and collaborate with the coalition's capacity building team.

## Primary Duties and Responsibilities of Policy Program Manager

1. **Lead policy** relevant to housing and economic justice. Participate on coalition's policy team.
2. Implement the **housing plan** in partnership with the Capacity Building Program Manager.

### Primary Duties and Responsibilities (continued)

3. Lead the **data collection** for the Supplemental Point In Time count related to Attempting to Flee Violence.
4. Assist the Capacity Building Program Manager with the **Survivor Fund**.
5. Stay current and **monitor relevant HUD/VAWA developments** as they pertain to domestic & sexual violence as well as understand and monitor the housing/homelessness systems landscape in Minnesota.
6. Convene, staff, and/or participate on **advisory committees, workgroups, and discussions** relevant to housing and economic assistance work. Participate on national housing and domestic violence work groups.
7. Gather national and local **research** and best practices information to assist enhancing/expanding member programs capacity for doing housing and economic justice work.
8. Assist with **evaluation** of project work.
9. Assist with creation, implementation and evaluation of Violence Free Minnesota's yearly work plan.
10. Other duties as assigned by Executive Director.

### Desired Qualifications and Experience

- Demonstrated knowledge and analysis of domestic violence;
- Demonstrated knowledge and analysis of intersection of oppressions such as, but not limited to, racism, sexism, heterosexism, ageism, ableism, and citizenship status and cultures of violence;
- 5 years life and/or work experience providing advocacy with domestic and/or sexual violence victims;
- 3 years work and/or demonstrated life experience organizing and/or advocating within underrepresented and marginalized communities;
- 3 years work and/or demonstrated life experience organizing and/or advocating on housing and/or economic justice issues;
- Experience doing policy work.
- Demonstration of excellent written and verbal communication skills;
- Minimum of 10 public speaking presentations or training experience;
- Strong computer skills;
- Ability to work independently and also as a team member;
- Strong organizing skills with ability to handle multiple tasks in a calm and efficient manner;
- Experience with membership based and/or coalition work;
- Valid Minnesota driver's license;
- Survivors of relationship abuse, persons of color, Native and LGBTQ persons strongly encouraged to apply. EOE/AA

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To apply, send cover letter and resume to Leticia Floyd at [lfloyd@vfmn.org](mailto:lfloyd@vfmn.org) by end of the day on Wednesday November 27, 2019. Indicate in your cover letter whether you are applying for the Policy Program Manager or Capacity Building Program Manager position.

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