

## Housing & Economic Justice: Capacity Building 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 Capacity Building Manager

1. **Provide technical assistance** (consultation, referrals, develop and locate resources and trainings) to local project partners, member programs, victim/survivors, and community partners on housing and economic justice issues. Participate on the coalition's capacity building team.
2. Implement the **housing plan** in partnership with the Policy Program Manager.

### Primary Duties and Responsibilities (continued)

3. Assist with **data collection** for the Supplemental Point In Time count related to Attempting to Flee Violence.
4. Lead the **Survivor Fund**.
5. Locate, develop, and/or present **training** on housing and economic justice issues at local, state, and national level including e-learning courses.
6. Convene, staff, and/or participate on **advisory committees, workgroups, and discussions** relevant to housing and economic assistance work.
7. Gather national and local **research and best practices information** to assist in 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.

### 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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