



## **ANNOUNCEMENT: Job Opening**

### **Senior Program Specialist Quality Improvement Center on Domestic Violence in Child Welfare Location: Boston, MA or Washington, DC**

For more than 30 years, Futures Without Violence has led the way and set the pace for educational programs, public action campaigns, policy and program development, and leadership training designed to end violence against women, children, and families around the world. We seek a dedicated, energetic, and creative individual for the position of Program Manager, Economic Justice and Workforce Initiatives for our Legal Programs Staff.

#### **DEPARTMENT & POSITION:**

The Children's Team at Futures Without Violence is leading a five-year, multi-state initiative for child welfare, domestic violence programs and coalitions, dependency courts, DV offender intervention programs, and other community and systems partners. This Quality Improvement Center on Domestic Violence in Child Welfare (QIC-DVCW) is a cooperative agreement with the Children's Bureau at the Administration on Children, Youth and Families. The Senior Program Specialist will play an integral role in the management and implementation of this national initiative designed to improve collaborative responses to meet the needs of families involved in the child welfare system who are experiencing domestic violence. This role will include coordinating and supporting the efforts of multiple teams at multiple sites, managing relationships of project partners and providing technical assistance, developing materials, conducting training, and assisting with other aspects of project management, such as strategy development. This is a grant funded, exempt position located in either our Boston or Washington D.C. office.

#### **RESPONSIBILITIES:**

Under the direction of the Project Director of the QIC-DVCW, the Senior Specialist is responsible for:

- Work closely with the Project Director to design a variety of strategies for the implementation stage of the Quality Improvement Center including communication structures and effective project management.
- Lead tactical support of all of the QI-DVCW operations coordinating and managing the efforts of QIC-DVCW project partner and internal teams; and QIC-DVCW/project site teams working to implement and evaluate a defined intervention.
- Conduct research and monitor state and federal child welfare policies that will support the work of the QIC-DVCW and the project sites.
- Keep current about the state of the field and identify new stakeholders and communities doing innovative work on domestic violence in the child welfare setting.
- Nurture relationships with National Advisory Committee and ensure timely communication with them on the progress of the Quality Improvement Center
- Lead development of new educational materials for child welfare, domestic violence, court and other project site partner agencies.
- Provide training and attend meetings with federal partners and funders, project sites, and staff of related national and state initiatives.
- Support technical assistance (TA) teams, and directly provide TA, to projects in four sites as they implement and evaluate an Adult & Child Survivor-Centered Approach across sectors.

- Establish and monitor project timelines and deliverables. Collect data as needed for grant reports; coordinate all grant reporting activities and prepare reports, announcements and other materials as necessary.
- Assist with planning and lead cross-site meetings; including identify faculty and work closely with them to align content and process.
- Supervise the work of an administrative support staff for the QIC-DVCW.

**EXPERIENCE & SKILLS:**

The successful candidate will have:

- An advanced degree in social work, public health, public policy or a related field, with a minimum 3 years' experience in project management.
- Content expertise in child welfare or domestic violence (preferably both); expertise in program implementation and/or evaluation.
- Good working knowledge of policy and communications strategies
- Proven organizational and analytic skills
- Experience providing technical assistance and/or training in domestic violence and/or child welfare
- Excellent oral and written communication skills, to include demonstrated public speaking and presentation skills
- Excellent interpersonal skills including the ability to problem-solve and resolve conflicts effectively
- Demonstrated ability to take initiative and plan ahead
- Demonstrated ability to work with a wide range of people, e.g. policymakers, practitioners, parents and children.
- Ability for self-reflection and team collaboration for improving our collective work to undo racism, sexism, transphobia and other oppressions.
- Ability to work within a high-paced environment with competing demands while ensuring high-quality work by self and staff
- Ability to track and measure project performance for program evaluation purposes
- Some travel is required

To apply, submit Resume and Cover memo to: Leiana Kinnicutt, [lkinnicutt@futureswithoutviolence.org](mailto:lkinnicutt@futureswithoutviolence.org)

*FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, gender, sexual orientation, gender identity, transgender status, marital or family status, veteran status, age, national origin, ancestry, religion, disability or medical condition, or any other basis protected by federal, state or local law.*