



Safe Housing Initiatives Manager Jane Doe Inc., the Massachusetts Coalition Against Sexual Assault and Domestic Violence

Jane Doe Inc. (JDI) is a vibrant and effective statewide social justice coalition that is working to create a world free of abuse. With our 60 member programs, other state and territorial sexual and domestic violence coalitions, and key local and national partners, JDI strives to create social change by addressing the root causes of violence and promoting justice, safety, and healing for survivors. At its core, our work includes public policy and systems advocacy, prevention and movement building, messaging and communications, membership services, training, and education. JDI's member programs provide advocacy and support to tens of thousands of survivors each year in the Commonwealth. Guided by the voices of survivors, JDI brings together organizations and people committed to ending sexual and domestic violence.

Position Summary

JDI recently launched the MA Safe Housing Initiative, a strategic partnership geared towards improving longer-term affordable housing access for survivors of domestic violence and sexual assault. We are seeking a dynamic individual to fill the full-time MA Safe Housing Initiatives (SHI) Manager position. The successful candidate will provide leadership through a social justice lens in addressing housing justice and equity for all survivors; identify emerging best practices; improve provider responsiveness to the housing and advocacy needs of survivors and their families; build housing advocacy capacity among providers, especially among rape crisis centers and culturally and linguistically specific program providers; and strengthen partnerships among SA/DV and housing providers while incorporating the voices of survivors. This person will also be detail oriented, exhibit grace under pressure, welcome diverse perspectives, have a sense of humor and be committed to coalition building.

The SHI Manager will be supervised by the Policy Director and will work with all JDI staff and members to advance knowledge, best practices, and subject matter expertise on survivor housing related matters through training and capacity building to ensure that the field in MA is fully equipped to understand the housing needs of victims and survivors.

Key Responsibilities

- 1) Informed by the recommendations of the MA Safe Housing Initiative's preliminary report, develops the project's strategic direction, work plans, policy work (in collaboration with JDI Policy Director and Manager), and training and technical assistance goals.

- 2) In collaboration with MA Safe Housing Initiative Consultants, designs and provide training, technical assistance, and community building for housing advocates within JDI member programs towards increasing housing access for survivors of DV/SA in Massachusetts.
- 3) Supports DV/SA programs with state and federal funder expectations related to the provision of housing for survivors and innovative ideas for sheltering and access to affordable longer-term safe housing through survivor-driven, trauma-informed advocacy.
- 4) Researches, analyzes, monitors, and builds effective collaborations with stakeholders/partners on housing and homelessness policy and funding issues related to DV/SA towards informing JDI's policy and systems advocacy agenda (in collaboration with Policy Director)
- 5) Informs and collaborates on research and evaluation efforts with MA Safe Housing Initiative Consultants.
- 6) Identifies and develops informational resources for JDI public website, social media, and other communications.
- 7) Represents the Coalition by actively participating in state and/or national meetings and conferences.
- 8) Ensures timely and effective communication of MA Safe Housing Initiative projects with the wider Massachusetts DV/SA and housing/homelessness fields.

Preferred Qualifications

- 1) Minimum 2 years' experience in community-based domestic violence and/or sexual assault focused advocacy.
- 2) Minimum 2 years' experience in sheltering and/or housing work.
- 3) Deep knowledge of housing/homelessness field and housing disparities and inequities experienced by people of color, people with disabilities, LEP individuals, immigrants, and other marginalized populations.
- 4) Working knowledge of survivor-driven, trauma informed approaches
- 5) Experience with cross-sector and/or coalition-building on DV/SA or related social justice issues.
- 6) Knowledge of MA communities in rural, urban, and suburban environments, their similarities and differences and the resources related to sexual and domestic violence programming.
- 7) Exceptional oral and written communication skills.
- 8) Demonstrated ability to manage multiple projects, including planning and time management skills to meet deadlines.
- 9) Ability to work independently and in an interactive, productive team environment.
- 10) Flexible with ability to learn and adapt to ongoing changes in work duties, processes, and technologies in a rapidly evolving nonprofit and as part of the movement to end violence.
- 11) Commitment to ethical communication, organizational excellence, developing quality working relationships. Demonstrated history of exercising good judgement and understand boundaries and confidentiality.

- 12) Must have a valid driver's license and ability to travel statewide and nationally as needed. Flexible schedule required at times.
- 13) Competency in Microsoft office software and familiarity with online communications platforms.
- 14) Bachelor's degree in related field preferred; relevant life and work experience may substitute for degree.

JDI's office is located in Boston, MA and is open for limited onsite work. Candidates will be able to work both remotely and in a hybrid setting, dependent on public health guidance. There may be some limited onsite work for meetings. The ideal candidate will have demonstrated ability to work independently and remotely. Typical hours are Monday through Friday 9am to 5pm with some flexibility. JDI will provide candidates with organization issued equipment and make monthly reimbursements for remote services (internet, cell phone, etc.).

This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act. Compensation is commensurate with experience and competitive in the field; Range \$65,000-75,000; generous benefits package including:

- JDI-subsidized Group Health and Dental Insurance
- JDI-paid life insurance, AD&D insurance, short-term disability, and long-term disability
- Option to contribute to a 401(k)-retirement plan; up to 6% employer match after 1 year of employment.
- 13 paid holidays
- 20 days of paid accrued leave (personal and vacation); paid sick leave

TO APPLY:

Please send resume and a thoughtful cover letter to jobs@janedoe.org. Please include the position title "Safe Housing Initiatives Manager" in the subject line of the email. Qualified applicants will be interviewed on a rolling basis.

Jane Doe Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. As a multicultural organization, we actively encourage applicants who represent the broadest range of diversity. Bilingual candidates are encouraged to apply. AA/EOE/ADA