



Project Director, OVC Wraparound Grant

Job Description

Class: Full-time; Salaried; Exempt

Salary: Commensurate with experience

General Description:

The mission of the Rocky Mountain Victim Law Center is to transform the criminal justice system to consistently honor the voice of every victim and vigorously safeguard victims' rights. The Office for Victims of Crime (OVC), U.S. Department of Justice, awarded Rocky Mountain Victim Law Center, as the lead agency, a grant for a four-year project to develop a comprehensive and collaborative model for delivering wraparound legal services to crime victims which would meet all legal needs that arise in connection with their victimization. The Project Director is responsible for managing all facets of the Wraparound Grant, including the coordination of all grant funding, project management, grant reporting, and serving as primary point of contact with OVC. The Project Director is also responsible for monitoring and executing projects in collaboration with the Steering Committee.

Specific Duties & Responsibilities:

- Facilitate monthly Steering Committee, sub-committee, and working group meetings.
 - The Steering Committee is comprised of 9 victim service providers tasked with guiding the development of the Wraparound Grant.
- Participate in monthly phone calls with grant funders.
- Collaborate with legal service providers, victim advocacy and system based organizations in Denver and nationwide.
- As part of the RMVLC team, model and promote multidisciplinary collaboration and trauma-informed services to community partners.
- Draft and submit persuasive grant applications and reports in a timely manner.
- Attend and participate in collaborative interagency task forces.
- Continually self-educate regarding available resources for crime victims in Denver and throughout Colorado.

- Keep abreast of collaborative and cutting-edge models to deliver legal services that increase access to justice for victims.
- Think globally regarding how to increase access to justice for victims.
- Execute visionary projects.
- Think strategically in order to develop and implement both short-term and long-term goals.
- Create and fulfill program goals and objectives.
- Anticipate needs and prioritize goals; remain flexible and adjust priorities as circumstances dictate.
- Collaborate with Steering Committee partners and the University of Denver research team to implement the created model to deliver legal services.
- Support and maintain relationships with every Wraparound Steering Committee member and other partner organizations by keeping each informed, promptly returning phone calls, e-mails, etc.
- Conduct intakes with individuals seeking services and provide case management to those individuals.
- Provide technical assistance and general legal information to organizations regarding the civil and criminal legal systems.
- Participate in the accurate collection and reporting of data regarding service provision.
- Work diplomatically with various organizations to develop a consensus-based project.
- Coordinate as needed with the independent evaluator for the OVC-funded demonstration project.
- Other duties as necessary.

Accountability:

The Project Director reports to the Executive Director.

Qualifications:

- Juris Doctorate, Masters in Social Work, or other related degree and 2-6 years of project management experience.
- Demonstrated federal and/or state grant management.
- An understanding of the interplay of victim-dynamics, victim-trauma, and the response of victims involved in the criminal justice system.
- Extensive knowledge of the civil and criminal legal systems, especially as both systems relate to a victim's experience.

- Ease in forming and maintaining rapport with both policy level and front line workers from agencies and programs with vastly different missions.
- Demonstrated understanding of both federal and state Victims' Rights Acts.
- Strong conflict management skills.
- Experience working with victims of violent crime and demonstrated understanding of the impact of trauma.
- Demonstrated understanding of victim issues, victims' rights within the state of Colorado and a passion for RMVlc's mission.
- Demonstrated commitment and understanding of multiculturalism, diversity, and social justice issues.
- Strong written and verbal communication skills.
- Fluency in Spanish strongly preferred.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.
- High degree of energy, self-motivation, and flexibility.

Application Instructions:

Please submit a cover letter, resume, and salary history by email to Sasha Hutchings at Sasha@rmvictimlaw.org. Please include, "Project Director Position" in the subject line.

Application materials will be accepted until close of business on Monday, July 28, 2014.

No phone calls please.