



## Quarterly E-Newsletter

**Volume 2**

**January 2006**

### **Job Openings**

- 1) Staff Attorney - ABA Commission on Domestic Violence
- 2) National Technical Assistance Program Director – Safe Havens Interfaith Partnership Against Domestic Violence
- 3) Associate Attorney - National Judicial Institute on Domestic Violence
- 4) Executive Director – Community United Against Violence

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### **ABA Commission on Domestic Violence Washington, DC**

#### **Staff Attorney – NEW POSTING**

The American Bar Association Commission on Domestic Violence seeks a bright, energetic, self-directed attorney to serve as an expert resource on aspects of domestic violence and the law to ABA leadership, ABA staff, attorneys, judges, the media, and others. Specific responsibilities include but are not limited to: developing, coordinating, and implementing the Commission's technical assistance program; developing coordinating and implementing continuing legal education programming including teleconferences, in-person trainings, written materials and resources; developing training materials and conducting presentations and trainings nationwide; and successfully fundraising to support the work of the Commission. For more information on the Commission visit our website at [www.abanet.org/domviol](http://www.abanet.org/domviol).

**Qualifications:** Juris Doctorate and member in good standing of a state bar. Experience required includes a minimum of two years representing victims of domestic violence and their children in family law and/or civil protection order cases including divorce, child support, and custody cases. Prior experience developing and conducting continuing legal education trainings on issues related to domestic violence is also required. A basic understanding of accounting principles, experience in planning and hosting conferences or trainings, and successful fundraising experience is desired. An ability to take initiative and to work independently are necessary.

This position is based in Washington, DC.

Contact: Please send resume, cover letter and references to Robin Runge, Director, [runger@staff.abanet.org](mailto:runger@staff.abanet.org), before February 10<sup>th</sup>, 2006. No phone calls please.

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## National Technical Assistance Program Director

### **Organizational Description:**

Safe Havens Interfaith Partnership Against Domestic Violence (Safe Havens), a program of Third Sector New England (TSNE), is an inter-religious nonprofit dedicated to ending family violence by working with faith-based and secular organizations to create systemic community change through educational and advocacy initiatives. Safe Havens' approach to domestic intervention and prevention work prioritizes safety for victims and accountability for batterers, Safe Havens emphasizes capacity building and community organizing in order to develop a coherent community wide response. Because domestic violence cuts across all boundaries of religion, age, race, ethnicity, class, gender, and geography, Safe Havens is committed to working with diverse communities.

### **Job Summary:**

The national technical assistance program director will work with multi-disciplinary Safe Havens team to develop, initiate and manage a national technical assistance program in support of interfaith chaplaincy services at fifteen Family Justice Center sites across the United States. The chaplaincy services at these various sites will provide direct services, spiritual and faith-based support, and referrals to victims of domestic violence and their families.

### **Key Job Elements:**

- In collaboration with Safe Havens team, works to develop and provide technical assistance to support interfaith chaplaincy services at fifteen Family Justice Centers (FJS's) located across the United States.
- Develops technical assistance tools, including chaplaincy service protocols, best practices for interfaith work, best practices for networking with onsite service providers and law enforcement agencies, and safety and confidentiality requirements.
- Develops and presents training curricula for the program.
- Develops and maintains website that provides technical assistance information.
- Participates in fundraising and grant writing.
- Supports communications work of overall agency.
- Supervises office manager.
- Other duties as required.

### **Special Requirements**

- Requires significant travel nationally.
- Ability to work independently offsite or from a remote location.
- Ability to work evenings and weekends.
- Ability to lift a maximum of 20 lbs.

### **Qualifications:**

- Clergy member in good standing, seminary, rabbinic school or equivalent training necessary.
- Training in chaplaincy and counseling necessary.
- Proven ability to work in a multi-disciplinary and interfaith setting.
- Experience working with diverse populations.
- Two to three years' experience in domestic violence field necessary.
- Commitment to social justice and to work in religious community to end domestic violence.
- Ability to develop and maintain collaborations.
- Experience in program development, management, community outreach and organizing.
- Excellent writing, editing and computer skills.
- Advanced level of interpersonal and facilitations skills.
- Strategic planning and program development skills are required.
- Supervisory experience is a plus.

(All positions at Safe Havens are contingent upon the continuation of supporting funding.)

### **To Apply:**

Send resume and cover letter to: [safehavens@jobs.tsne.org](mailto:safehavens@jobs.tsne.org)

Please note that email applications are strongly encouraged

Applications by mail or fax are also accepted to:

Third Sector New England, Attn: Recruitment Manager-NTAPM,

Lincoln Plaza, 89 South Street, Suite 700, Boston, MA 02111,

Fax: (617) 523-2070

**Third Sector New England (Safe Havens) is an Affirmative Action/EOE Employer**

**We strongly encourage applications from candidates with diverse backgrounds**

**Associate Attorney (National Judicial Institute on Domestic Violence)**  
**Salary Range: \$50,000 - \$65,000 per annum, DOE**  
**FLSA Status: Exempt**

A position of Associate Attorney in the Family Violence Department is currently available. The Associate Attorney must have an understanding of the dynamics of domestic violence and experience working in the domestic violence field, experience working with the judiciary, and knowledge about effective adult education methodology.

Minimum requirements for this position include:

- Excellent analytical, writing and facilitation skills;
- Ability to work collaboratively with NCJFCJ staff, partner organizations, other domestic violence advocacy groups, the judiciary, and the project advisory committee and subcommittees;
- Ability to work well with volunteers;
- Juris Doctorate degree;
- Creative and innovative skills in designing and managing programs or projects to improve the justice system's response to the public;
- Knowledge of juvenile and family justice, adult education, and grant application and implementation;
- Strong organizational ability, skilled at both broad vision and attention to detail with both a broad vision and attention to detail;
- Superior speaking and presenting skills, and experience in adult education.
- Proficiency with word processing software.

Extensive travel required. This position reports to a Co-Director of the Family Violence Department. A job description is attached. Applicants for this position should follow the instructions in this announcement and submit an application no later than 5pm on January 15, 2006.

***Position Summary***

Under supervision of department Assistant Director or Director, demonstrate successful grant writing, initiation, organization and follow-through to completion of logistical aspects of adult education in assigned areas of interest. Provide legal perspective and legal research on domestic violence issues as requested; responsible for timely fulfillment of grant conditions as necessary. Heavy emphasis on effective writing, facilitation, and speaking ability.

***Position Requirements***

**Graduate degree from an accredited law school and four years of experience in related field with a strong background in adult education.**

### ***Knowledge, Skills and Abilities***

Good knowledge of federal grants, grant writing, adult education, legal research techniques, family law, and related areas of interest. Thorough knowledge of organization structure and policies. Familiarity with word-processing software, database management and Westlaw. Ability to work well with members of the organization in committee format. Demonstrated ability to communicate effectively on verbal and written levels regarding public policy, law, and the social aspects of family law administration. Ability to take direction, initiate and conduct committee meetings, and generate reports relative thereto. Must demonstrate command of principles of adult education; ability to accurately update legislative publications and provide technical support for workshops and training sessions; must work effectively with advisory committee members, consultants, national and local organizations, state legislators and the judiciary. May be required to establish and/or maintain organizational web sites and relative information. Establish and maintain effective working relationship with co-workers and others.

### ***Principal Duties and Responsibilities***

Responsible for the timely fulfillment of grant obligations, including but not limited to project completion, record keeping, generation and filing of reports. Responsible for responding to technical assistance requests of a legal nature. Emphasis on successful grant writing with follow through on fulfillment of grant requirements. Travel required.

This position is not limited to those duties listed in the job description. Duties and responsibilities may be changed, expanded, reduced or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges.

The following documents MUST be submitted to be considered for the position:

- letter of interest
- résumé
- NCJFCJ application (available by [www.ncjfcj.org](http://www.ncjfcj.org))

FOR FULL CONSIDERATION, please send all of the above items by February 1 2006, to:

Human Resources  
NCJFCJ  
P.O. Box 8970  
Reno, NV 89507  
Fax: (775) 327-5308  
E-mail: [dwohler@ncjfcj.org](mailto:dwohler@ncjfcj.org)

**Executive Director**, Community United Against Violence Mission Statement  
CUAV is an anti-oppression, multicultural agency dedicated to preventing and responding to violence against and within our diverse lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQQ) communities. We work to accomplish this mission through support services, advocacy, education, and organizing.

### **General Description**

The Executive Director of CUAV occupies a full-time, senior staff position in this LGBTQQ non-profit community organization. S/he reports to the Board of Directors and is the representative and leader of CUAV & its staff. This position has overall responsibility for coordinating the respectful, effective, shared daily and long-term operations and direction at CUAV. The Executive Director facilitates internal and external communication; fosters agency planning, vision and policy development; and ensures the accomplishment of the preceding responsibilities.

The Executive Director's key roles will be financial management and leadership. Candidates must be skilled at constructive supervision, long-term planning, public & internal relations, and fundraising. CUAV's work demands that our Executive Director be accessible, politically conscious and motivated, and driven by our mission and values. S/he must be committed to joint leadership and accountability with Staff and Board. S/he must also be committed to playing an active role in any strategic planning for CUAV, as well as its organizational direction.

**Specific Duties, Tasks and Requirements** The Executive Director will collaborate with CUAV's program, development, fiscal and administrative Directors, along with overall Staff and Board to:

1. Assure that the organization has a long-range strategy which achieves its mission, and that it makes consistent and timely progress toward its mission.
2. Oversee, monitor, and maintain the fiscal health of CUAV, including:
  - establishing, maintaining and implementing quality fiscal systems and procedures (ex.- annual audit);
  - monitoring the fiscal position of the agency through active monitoring of agency budget, expenditures (restricted and unrestricted), revenues, and procedures (ex.- assuring payroll taxes are paid);
  - initiate and oversee the development and process of annual budget (staff/Board-inclusive).
3. Complete agency payroll.

4. Oversee the development and implementation of CUAV's fundraising plans and activities, including:

- monitor the maintenance and strength of individual donor, foundation, corporate and government funding sources, in with coordination with Board, and Management Team; -is responsible for implementing agency fundraising plans and activities, and for supervision of fundraising tasks by the Management Team.

5. Support Board and Staff development, including:

- overseeing agency policy development, utilization, and adherence, in collaboration with applicable Management Team and staff; -provide appropriate reports and updates to Board on a timely basis; -be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers; -ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

- see that an effective management team, with appropriate provision for succession, is in place; -encourage staff and volunteer development and educations, and assist program staff in relating their specialized work to the total program of the organization.

- maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people; -recruit a diverse pool of new Board members with a demonstrated commitment to CUAV's mission.

6. Maintain and strengthen public relations and external communications, including:

- coordinating relations with other local and national social justice and anti-oppression agencies, individuals, and programs, in order for CUAV to achieve our mission and values; -establishing contacts, and increasing visibility in targeted communities, the Bay Area, nationally, and in mainstream and alternative press; -represent CUAV in media and television by being available for press conferences and taped interviews.

7. Foster development, implementation and review of CUAV's internal and external policies and strategic planning in coordination with staff and Board, including:

- practice, promote and enforce an internal and external agency stance against violence and other forms of oppression; -presenting non-partisan policy positions that reflect CUAV's mission and values; -participating in CUAV trainings such as the Crisis Line Training and the Anti-Oppression/Anti-Racism Training.

8. Oversee and coordinate CUAV's administrative functions including:

- reviewing contract invoices and reports for programs; -reviewing and approving contracts entered and expenditures made by the agency (ex.- insurance); - making bank deposits, particularly with large government grant or foundation checks.

9. Complete minimum of 2 hours of Crisis Line coverage each week during office hours, and, minimum 1 Crisis Line back-up shift a month during the evenings/weekends.

10. All other duties as negotiated with Board of Directors and the rest of the Management Team.

#### Performance Review

The performance of the Executive Director will be reviewed at 3 months, 6 months, and one year using a Board/staff-inclusive process. Upon successful completion of one year, the Executive Director will be reviewed, at minimum, once a year, also using a Board/staff-inclusive process.

#### Qualifications

- Demonstrated work in areas of Anti-oppression/Anti-racism.
- Demonstrated commitment to social justice activism and vision.
- Demonstrated ability to raise funds from diverse sources, using diverse methods, including direct mail, special events, grant-writing, corporate solicitations, and major donor drives.
- Experience in community-building, public relations, community relations, and public policy development and implementation.
- Bachelor's degree in business, public or non-profit administration, public health, and/or social work preferred.
- Minimum of 4 years experience in management or supervisory position.
- Experience with and knowledge of management of government contracts and contract compliance.
- Demonstrated understanding of violence issues and their connection to other forms of oppression.
- Demonstrated ability to work collaboratively and respectfully with individuals and communities that are diverse along lines of race, gender, gender/transgender-identity, sexual orientation, ethnicity, ability, age and class.
- Strong fiscal and budgeting knowledge, skills, and experience.
- Commitment to team-building and shared decision-making and leadership.
- Availability to work flexible hours, including weekends and weekday evenings as necessary.

#### Salary Range

\$65,000-\$72,000 with full benefits. This is a full-time, exempt position.

Position opened until filled.

Send Resumé and cover letter to:

Community United Against Violence 160 14th St.

San Francisco, CA 94103

Attn: E.D. Search Committee

(Feel free to visit our website: [www.cuav.org](http://www.cuav.org))

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