

Position Announcement

COO, National Resource Center (NSVRC Director)

Job Title: COO, National Resource Center (NSVRC Director)

Department: NSVRC Administration

Reports To: CEO

FLSA Status: Full Time, Exempt

Work Hours: Occasional evening or weekend hours required. Hybrid schedule.

Travel Expectations: Regular national travel required.

Salary Range: \$95,000-105,000

Position Summary

The Chief Operating Officer, National Resource Center serves as a senior member of the Respect Together management, participates in the agency's Leadership team, and directs the operations of the National Sexual Violence Resource Center (NSVRC). The COO oversees NSVRC's prevention, advocacy and resources, and communications teams as well Respect Together's library and office administration teams. This position represents NSVRC in the national arena. Key activities include national leadership and collaboration, developing internal processes, managing grants and pursuing additional funding opportunities, staffing responsibilities, budget planning and monitoring, media planning and response, and coordinating NSVRC's National Advisory Council. This is a hybrid position based in our Harrisburg, PA office.

Job Responsibilities

NSVRC Director:

- Provide vision, structure, oversight, and coordination to the overall functioning of the national resource center.
- Manage the day-to-day operations of NSVRC including staffing, logistics, funding, grant management, resources, activities, messaging, and branding.
- Ensure that diversity, equity, inclusion, and accessibility are considered in all aspects of NSVRC's work.
- Represent NSVRC to funders, federal agencies, public and private agencies, the media, and the general public.

- Communicate regularly with federal grant project officers/managers and attend meetings as required.
- Provide support to NSVRC's Advocacy & Resources and Prevention teams at key partner meetings as needed.
- Ensure that grant deliverables, progress reports, and program evaluation plans are completed in an excellent and timely manner.
- Maintain relationships with other organizations and partners in order to coordinate effective work and messaging with other national advocacy and prevention groups.
- Facilitate development of the NSVRC annual budget and monitor expenditures.
- Explore and implement strategies for other funding opportunities (grant writing, fundraising, etc.).
- Work closely with NSVRC's Communication Director to enhance visibility, credibility, and consistency of messaging.
- Supervise the Directors of each NSVRC team (Communications, Prevention, Advocacy and Resources), and Respect Together's Head Librarian and Office Manager.
- Oversee the effective implementation of resource development and dissemination processes to ensure high-quality publications and materials.
- Assist the COO, PCAR with the coordination of the National Sexual Assault Conference.

NSVRC Advisory Council:

- Coordinate the structure and membership of NSVRC's national Advisory Council.
- Coordinate quarterly conference calls and annual meetings.
- Work with members and staff to create agendas that address emerging issues.
- Recruit and orient new members and acknowledge members who are rotating off for their contributions.
- Ensure a breadth of experience, diversity, and geographical representation of members to advise NSVRC on a wide range of topics.

Organizational Leadership:

- Participate as a regular member of the Leadership Team to recommend and update organizational policies, procedures, and plans.
- Serve as Facilitator of the Leadership Team on a rotating basis (serving 6-month terms).
- Work closely with other Leadership Team members to make decisions, facilitate meetings, and oversee operations during the CEO's absence.
- Approve expenditures, and sign checks and other requests as needed and appropriate.
- Participate in bi-weekly Management Team meetings to ensure communication, coordination, and consistency among departments and functions.
- Serve as a Contract Reviewer for the agency, particularly focusing on contracts for NSVRC.

- Work closely with the COO, PCAR, to ensure quality and consistency of services and resources throughout the organization.
- Work closely with the CFO to plan and monitor budgets, grants, staff time allocations, and expenditures within agency guidelines and available resources.
- Work closely with the CEO to establish priorities, develop and implement strategic plans, and pursue opportunities and partnerships.

General:

- Attend and participate in Respect Together meetings, events, and trainings as needed.
- Seek out opportunities to advance professional growth annually.
- Continually look for opportunities to improve the effectiveness, efficiency, communications, and/or reputation of Respect Together and all its departments and projects.
- Other duties as needed or requested by the CEO.

Supervisory Responsibilities

Directly supervises 4-7 positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university. At least five years in program management and supervision or equivalent education and experience combination.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to author reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

The employee should have basic math skills that involve making calculations of amounts, sizes, or other measurements. Core concepts like addition, subtraction, multiplication, and division. Ability to interpret graphs.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

- Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
- Must be a self-starter who can work within a team and fast-paced environment and handle various tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
- Excellent oral and written communication skills. Must possess excellent project management, organizational, and negotiation skills. Excellent customer service skills.
- Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain a cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals, and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
- Must have proficiency with the technology necessary for the functions of the position, including Microsoft Office Suite, particularly Word, and Excel.
- Accept and abide by the mission and core values of Respect Together.
- Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within the first year of employment.
- A Pennsylvania driver's license and vehicle are not required for this position.

Certificates, Licenses, Registrations

Not applicable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

Respect Together offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **February 1, 2024**.

Who We Are

Founded in 1975, Respect Together unites all elements of our work under one name with a continued commitment to our long-standing mission of preventing and ending sexual abuse, assault, and harassment. Respect Together's main divisions are the National Sexual Violence Resource Center (NSVRC) and The Pennsylvania Coalition to Advance Respect (PCAR). Collectively, we are working together to create a culture in the United States – and beyond – that values and upholds all people being treated with respect and free from all forms of sexual violence and oppression.

NSVRC:

- Identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.
- NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence.
- Translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- Works with the media to promote informed reporting.

PCAR:

- Partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania.
- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.

- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

Respect Together understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, abuse, and assault within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people and the ways in which they identify across race, class, ability, gender, sexual orientation, age, and other characteristics.

Equal Employment Opportunity Commission

Respect Together provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.