



DIAMOND DIVA EMPOWERMENT FOUNDATION

1027 S. VANDEVENTER AVENUE, SIXTH FLOOR

SAINT LOUIS, MISSOURI 63110

DESCRIPTION OF SERVICES

"Exhibit A"

Job Title:	Full-time Program Manager
Job Pay:	Salary Compensation
Job Type:	Non-Profit Organization
Job Culture:	Domestic Violence
Schedule:	Monday thru Friday, 9am - 5pm (In-Person)
Work Location:	Corporate Headquarter - St. Louis
COVID-19 Precaution(s):	<ul style="list-style-type: none">• Social distancing guidelines• Sanitizing, disinfecting, or cleaning procedures• Monthly COVID test

ABOUT US:

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being.

JOB SUMMARY:

The Program Manager play a central role in ensuring the effectiveness of the Diamond Diva Empowerment Foundation programs. Reporting to the Board of Directors, the Program Manager is responsible for developing, managing, evaluating, and improving all the Pathways programs and partnerships to maximize their impact. The Program Manager will partner closely with the Executive Team to chart the 2DEF future growth and strategic response to a dynamic and challenging environment.

OVERSIGHT/FISCAL MANAGEMENT/GRANT DEVELOPMENT

- Oversee management of programmatic budgets to ensure effective and compliant use of grant and contract funds.
- Adhere to Diamond Diva Empowerment Foundation administrative and recordkeeping guidelines to support accurate documentation of activities.
- Effectively engage staff assets to support the ongoing work of grants and contracts.
- Interact with Case Manager to maintain consistent understanding of program status and deliverables and identify variances and errors to ensure sound fiscal management of each program.
- Direct budget development for new programs and renewals.
- Develop new programs in collaboration with 2DEF staff and funders.
- Write and submit grant proposals to secure new resources that expand Diamond Diva Empowerment Foundation programmatic portfolio as well as its capacity to engage in innovative and prioritize social service work across Missouri.

- Ensure compliance for all program grants and contracts; work with grants team to implement and/or improve reporting tools; and ensure timely, accurate reports and communications to funders.
- Seek and develop new funding relationships and then leverage those relationships to write and submit successful grant proposals and contract bids.
- Write and submit proposals and bids in response to P2B, P2H and P2P programs on a consistent basis, in alignment with fundraising and portfolio goals, and in collaboration with staff and external partners.
- Direct, lead, and manage the development of grants applications and reports through collaborative writing with assigned staff teams.

PROGRAM DEVELOPMENT, DIRECTION, AND MANAGEMENT

- Develop and effectively direct programmatic activities to ensure social service methodology is sound and they position 2DEF to be a leader regionally and nationally.
- Serve as a senior leader for social service content, program design, evaluation, and dissemination across all programs.
- Monitor scopes of work to ensure timeliness, quality, and accuracy of activities regarding contractual and grant commitments.
- Ensure programmatic excellence through development and implementation of innovative performance and outcomes measures.
- Ensure and direct the development of regular and timely programmatic updates across all programs to ensure cross-pollination of ideas, knowledge-building, and resource sharing. This includes helping to develop a knowledge management system and supporting processes.
- Facilitate small and large group meetings, internally and externally. This may also include facilitating on site community meetings.
- Monitor and research national, state and partnering DV programs, as well as programmatic innovations and best practices from other social service agencies to ensure that 2DEF's program staff remains well-informed and knowledgeable. Ensure that innovations and best practices are incorporated into the 2DEF's programmatic activities based on said research.
- Lead the collaborative development of survey, monitoring and monthly evaluation tools.

STRATEGIC/COLLABORATIVE LEADERSHIP

- Work collaboratively across various social service agencies with diverse, strong, and influential partners to achieve common goals through MOUs.
- Engage in national, state, and local-level political and agency-based relationship building to increase Diamond Diva Empowerment Foundation visibility and ensure strategic programmatic and organizational growth.
- Participate as an active "good standing" member for at least one (1) regional and/or municipal governing board, to inform and lead the organization's social service strategies and approaches.
- Seek and develop new funding relationships and then leverage those relationships to write and submit successful grant proposals and contract bids.
- Write and submit proposals and bids in response to P2B, P2H and P2P programs on a consistent basis, in alignment with fundraising and portfolio goals, and in collaboration with staff and external partners.

- Increase Diamond Diva Empowerment Foundation public profile by serving as a spokesperson and advocate, as well as a visible and influential leader in social service.

REQUIRED QUALIFICATIONS:

EDUCATION:

The Program Manager has a *preferred* MA degree in social justice, business, non-profit management, or equivalent experience; as well as 3 to 5 years of professional work experience in a leadership role working in complex environments and serving diverse communities, including LGBT2Q+. Minimum of 1-2 years of experience working with survivors of domestic violence, and/or sexual assault including dating violence, stalking, human trafficking or other dangerous or life-threatening conditions that relate to violence. *Bachelors required.*

EXPERIENCE:

- Experience working with survivors of sexual abuse and domestic violence.
- Proven leadership skills and management experience, including the ability to develop team performance and a genuine desire to coach and mentor.
- Demonstrated success in grant writing and proposal development for social service programs.
- Superior writing skills in terms of analysis, content, and mechanics. Published articles are a plus.
- Strong focus on being strategic, problem solving, and solution focused.
- Experience working with community-based coalitions and organizations, community capacity building efforts, technical assistance, and group facilitation.
- General knowledge and familiarity with political contexts at the federal, state, and local levels.
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple projects/programs tasks as delegated to program staff.
- Demonstrated understanding of current and emerging social service issues.
- Demonstrated political acumen and intellectual curiosity as well as the ability to view old problems with fresh perspectives.
- Strong budget management experience, detail-oriented, and able to work well in evolving circumstances.
- Excellent written and oral presentation skills, with ability to engage, inspire, build credibility, and engender trust with diverse audiences. This includes the ability to build coalitions, negotiate, and resolve conflicts effectively while preserving important relationships with partners and funders.
- Ability to research and quickly disseminate relevant, emerging, and existing evidence-base practices and models.
- Demonstrated ability to work effectively with policy makers, community leaders, and the media.
- High level of knowledge and understanding, especially as it relates to program replication, connecting programs to funding, creatively generating other resources, and building strategic partnerships.
- Trustworthy, ethical, and authentic in all situations.

Apply online at 2def.org/careers

