

# **SOUTH DAKOTA COALITION ENDING DOMESTIC AND SEXUAL VIOLENCE**

## **ADMINISTRATIVE CO-DIRECTOR**

Responsible to: Co-Chairs, E-Board, and Board of Directors  
Location: Pierre office  
Salary: Depends on experience  
Hours: 40 hours/week, some weekends and evenings  
Benefits: Health

### **DUTIES AND RESPONSIBILITIES:**

Administer fiscal management and fund raising systems, including budgeting, grant writing, and grant management and contract negotiation pursuant to grantor requirements.

Grant writing and resource development and grant management.

Manage the administrative office. Supervise clerical staff in the administrative office, the financial assistant and the legislative, Education.

Provide technical assistance and training to member programs of the Coalition through phone, mail, or on-site, as requested by the programs. Coordinate such training to accomplish the greatest good for several programs at once, if possible.

Ensure compilation of information and research regarding domestic violence and sexual assault and disseminate to member organizations. Compile statewide statistics on domestic violence and sexual assault as directed by the Coalition.

Perform work necessary to determine impact of institutional policies as they affect women and children.

Monitor state and national legislation relating to domestic violence and sexual assault.

Act as a spokesperson jointly with Native Co-Director, and assist in coordination of statewide media campaigns, press releases, and Social media.

Share in general organizational management, including promoting solidarity, peer support, conflict resolution, ethical communication.

Work closely with the Native Co-Director and Co-Chairs to share information and coordinate activities as it relates to the Coalition. Information sharing includes regular communication with member programs, regarding coalition activities.

Assist in development of materials as requested by Native Co-Director.

Coordinate antiracism education upon request, especially as it relates to violence against women.

Attend local, state, regional, and national meetings as requested by the Board or as necessary to fulfill grant requirements and maximize networking with other State and territorial Coalitions, the Office on Violence Against Women, the Department of Health and Human Services, Administration on Children, Youth and Families and other cognizant agencies.

Must be cross-trained with the Native Co-Directors duties.

Staff Task-forces and committees as assigned.

Perform other duties as assigned by the Co-Chair & Executive Board.

**QUALIFICATIONS:**

Must be knowledgeable about the dynamics of domestic violence and sexual assault and the connection to other forms of oppression; proven leadership and personnel management skills; grant writing and grant management abilities, including a working knowledge of GAAP, OMB Circulars A-121 and A-133 and all relevant updates, experience in training small to large groups of people; ability to learn new concepts and best practices and convey information to membership; experience in developing and promoting institutional policy change; familiarity with legislative process; good verbal skills; good organizational skills; computer skills; self-starter.

**APPLICATION PROCESS:**

Please apply with the following: Cover Letter, Resume and three Professional References, along with two writing samples.

Please mail application documents to:

South Dakota Coalition Ending Domestic & Sexual Violence  
P.O. Box 141  
Pierre, SD 57501  
Attn: Admin. Co-Director Position

**CLOSING DATE: SEPTEMBER 30, 2017**

8-1-2017