



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

### **EXECUTIVE DIRECTOR**

Responsible to: Co-Chairs and Executive-Board  
Location: Pierre, South Dakota  
Full Time: Salaried Position  
Salary: Depending on experience and funding

#### **DUTIES AND RESPONSIBILITIES:**

- Must reside in Pierre, South Dakota
- Will be responsible for grant writing on state and federal level as well as generate high donor development from state and federal foundations as well as other funding organizations.
- Administer fiscal management and fundraising systems, including budgeting and funding management and reporting, data collection and contract negotiation pursuant to grantor requirements.
- Manage the administrative office and provide staff supervision.
- Provide technical assistance and training to member programs of the Coalition through phone, mail, email 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, national and tribal statistics on domestic violence and sexual assault and other forms of violence against women.
- Travel statewide and at times nationally.
- Perform work necessary to determine impact of institutional policies as they affect women and children.
- Act as a spokesperson jointly or assigned by Co-Chairs, and assist in coordination of statewide media campaigns, press releases, and social media.

Monitor state and national legislation relating to sexual and domestic violence, human trafficking, LGBTQ, stalking and other forms of violence against women and how it will affects women and our work to keep women safe.

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

Report writing and data collecting as needed for program development and grant requirements

Perform other duties as assigned by Executive Director

**QUALIFICATIONS:**

Must be knowledgeable about the dynamics of domestic violence and sexual assault and the connection to other forms of oppression

Office and computer skills a must. Ability to work with others or alone

Able to pass a background check

Own car and lability insurance or insurable.

Drug, violent and alcohol free

Process leadership, good verbal, writing and organizational skills

Program Coordinator

Job Description

Responsible to: Executive Director

Location Pierre SD

Full time Salaried position

Salary depending on experience and funding

**Duties and Responsibilities:**

Must reside in Pierre, SD

Will be responsible for providing technical assistance and training to member programs of the Coalition through phone, email or on-site as requested.

Travel statewide and nationally when required.

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

Recruiter, oversee and mentor new membership

Oversee and coordinate Coalition Task Force's and Committees. Oversee and coordinated Task Force bi-annual conference calls and meetings.

Maintain and develop Coalition web-site, Facebook page and Twitter accounts

Develop and arrange state wide trainings, conferences and workshops

Work closely with Executive Director to share information and coordinate activities as it relates to the Coalition

Information sharing includes regular communication with member programs and Executive Board regarding coalition activities and of issues that pertain to programs work with victims

Assist in development of materials are requested by Executive Director

- Share in general organizational management, including promoting solidarity, peer support, conflict resolution and ethical communication.
- Assist and oversee the development of educational materials.
- Coordinate antiracism education especially as it relates to violence against women upon request.
- Attend local, state, regional, national and tribal meetings as requested by the E-Board or as necessary to fulfill grant requirements and maximize networking with other State and territorial Coalitions and other cognizant agencies.
- Provide and be cross-trained with other staff duties.
- Assist Coalition task-forces and committees as assigned.
- Perform other duties as assigned by the Co-Chair & Executive Board. □ Adhere to our mission

#### **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.
- Able to work week-ends, holidays and evenings if necessary.
- Must be able to travel statewide and nationally and overnight stay when necessary.

#### **APPLICATION PROCESS:**

Please apply with the following: Cover Letter, Resume and three (3) Professional References, along with two (2) writing samples.

Please mail application documents to South Dakota Coalition Ending Domestic & Sexual Violence P.O. Box 141 Pierre, SD 57501 Attn: Executive Director Position. For information email Nicole at [nbearheels@sdcedsv.org](mailto:nbearheels@sdcedsv.org) or call 605-945-0869.