



## Cure Violence Global Position Description

**Position Title:** Project Director

**Project:** DOJ Community Based Violence Intervention and Prevention Initiative (CVIPI)

**Classification:** Full-Time

**Location:** U.S.A

**Reports To:** Executive Director

### Organization Overview

Cure Violence Global (CVG) is a nonprofit organization whose mission is to advance an evidence-based health approach to end violence globally. CVG delivers in-depth training and technical assistance (TTA) on its proprietary Cure Violence public health approach to violence reduction to jurisdictions and local community-based organizations. CVG's approach is grounded in an understanding that violence follows a contagious process: it clusters and spreads geographically, is transmitted through exposure, and is perpetuated and reinforced through social norms.

CVG's TTA approach calls for the identification of and collaboration with local partner organizations that have the capacity, credibility, and desire to operate a community violence intervention (CVI) program, with CVG providing start-up training, ongoing technical assistance, a peer learning network, and process and outcome evaluation to ensure program fidelity and maximal impact. Currently, CVG is working with more than 50 communities in the U.S. and several other countries.

CVG is an equal-opportunity employer and welcomes applicants of all races, ethnicities, religions, genders, gender identities, and sexual orientations.

### Position Summary

The Project Director is responsible for the management of this grant-funded project, including supervising the work of all project staff and consultation partners, assisting TTA team members in supporting community-based organizations (CBOs) in reducing violence, and assisting jurisdictions in building out the necessary infrastructure for success of on-the-ground initiatives. This role leads in identifying action items, prioritizing project activities, ensuring that project activities take place according to grant deadlines, and preparing grant progress updates for funders' reports. It is a critical part of a team working to build CBOs' capacity to implement CVI strategies, collaborate with community partners and stakeholders, access and use data, and identify funding sources to sustain programs over time. Grant term is 36 months – 10/01/24 to 09/30/27. This position reports to the Executive Director/CEO.

## Essential Functions

- Work directly with TTA team members to identify action items and prioritize project activities.
- Prepare grant progress reports for funders.
- Ensure projects stay on track with the implementation plan and resolve issues that arise.
- Serve as the main point of contact for TTA project team members, funders, and outside stakeholders.
- Plan and lead regular meetings with TTA team members and consultation partners to ensure the project runs smoothly and that all team members are fully and usefully engaged.
- Plan virtual and in-person events for TTA members.
- Conduct outreach and meet with relevant stakeholders to build partnerships for the OJP TTA project.
- Administer surveys and interviews with relevant stakeholders to inform project implementation.
- Design and deliver workshops/training on relevant topics based on specific project objectives and goals pertaining to the OJP TTA project.
- Lead research and design efforts for workshops and trainings relevant for CVG implementing partners.
- Facilitate the development and hosting of solicitation webinars for organizations applying for TTA.
- Assist in the selection of CBOs for the delivery of TTA services based on established criteria.
- Assist in conducting meetings for multiple CBOs to address common issues faced by CVI programs.
- Assist in developing online resources for CBOs, stakeholders, and others involved in reducing community violence.
- Ensure responsible and effective administration of subawards.
- Support developing and facilitating new and supplemental training as assigned.
- Support facilitation of peer-to-peer learning forums or communities of practice across sites regionally.
- Attend staff meetings, training team meetings, and ad hoc meetings as needed.
- Travel to partnering cities for site visits and milestone check ins according to grant standards.
- Perform other related duties as assigned by supervisor.

## Qualifications and Skills

- Bachelor's degree required, Master's degree preferred – in a related field
- Strong written, presentation, verbal, organizational, and interpersonal skills
- Strong leadership, project management and facilitation skills
- Strong analytical and critical thinking skills
- Experience using Canva or other graphic design platforms
- Experience using Mailchimp or other email listserv platform
- Experience using and scheduling meetings on Zoom and other video platforms
- Proficient in Google Suite, including, but not limited to, Google Docs and Google Sheets
- Proficient in Microsoft Office, including, but not limited to, Word and Excel
- Be able to prioritize and successfully manage deadlines
- Plan, organize, and schedule in an efficient, productive manner

## **Disclaimer**

This job description reflects the general nature and level of work anticipated in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

The applicant will have to participate in a yearly performance review process.

**Please submit cover letter and resume to:**

Hollie Ellis

Manager of Human Resources

Cure Violence Global

E-mail: [hellis@cvg.org](mailto:hellis@cvg.org)