

Technology Innovation Project Program Manager

Reports to: Policy Director

Status: Full Time Exempt, Three Year Project-Based Position through September 30, 2024

Compensation includes: Salary \$55,000, comprehensive medical and dental insurance coverage for employee and minor children, flexible work schedule, vacation & sick leave, opportunities for learning.



VIOLENCE FREE
MINNESOTA

Mission of Violence Free Minnesota

To represent victim/survivors of relationship abuse and member programs; challenge systems and institutions; promote social change; and support, educate, and connect member programs.

www.violencefreeminnesota.org

Position Description

This position is responsible for the implementation of the Technology Innovation Project, a three-year capacity building project through Violence Free Minnesota in partnership with the Office of Justice Programs. The objective of the project is to enhance Minnesota's use of technology to support victim service providers and crime victims. The project will have a specific focus on barriers that impact culturally specific programming for victims of crime and programming relating to housing access for victims of crime. The Program Manager will be responsible for conducting a needs assessment to identify technology, data collection, and reporting barriers that impact services to crime victims. Following completion of the needs assessment, the Program Manager will develop recommendations for alleviating the identified barriers, and work with stakeholders to vet and implement those project recommendations. The Program Manager will be responsible for conducting evaluation of the project's assessment process and recommendation implementation. The Technology Innovation Project Program Manager will be supported in this role by Violence Free Minnesota's Housing & Economic Justice Policy Program Manager and overseen by Violence Free Minnesota's Policy Director.

Primary Duties and Responsibilities of Technology Innovation Project Program Manager:

1. Identify stakeholders who will help inform the project work. Potential stakeholders including, but not limited to, crime victim advocacy programs with a focus on culturally specific programs involved in housing services; government housing funders; survivors and individuals with lived experience of homelessness; and database experts.
2. Create and implement a variety of assessment approaches to gather information on technology, data collection, and reporting hurdles that impact the ability of providers to carry out services for survivors and the ability of survivors to access services.
3. Collect and analyze assessment data and, in partnership with stakeholders, define recommendations to address the identified needs.
4. Draft reports on assessment results and project recommendations.
5. Work with victim service providers and other stakeholders to carry out the recommendations. If a statewide database for victim service providers is identified as a project recommendation, implementation could include working with stakeholders to identify an appropriate platform, working with vendors and stakeholders to design the database platform, and assist programs with database on-boarding.
6. Create and implement evaluation measurers for project goals and objectives.
7. Identify and make recommendations for long term sustainability of project identified solutions.

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Primary Duties and Responsibilities (continued)

8. Provide technical assistance, training, and support to community partners, local project partners and member programs on programming or topics related to the Technology Innovation Project, including data collection, grant reporting, and the intersection of technology and confidentiality.
9. Meet regularly with representatives from Office of Justice Programs to review project progress and provide grant reporting input as needed.
10. Participate in state and national training, meetings and discussions as appropriate to further state project work.
11. Other duties as assigned by Executive Director.

Desired Qualifications and Experience:

- Demonstrated knowledge of domestic violence, sexual assault, trafficking, and/or other forms of crime victimization;
 - Demonstrated understanding of the confidentiality requirements for victim service providers;
 - Demonstrated knowledge of databases that are used in the context of direct service provision for data collection and grant reporting;
 - Familiarity with housing, homelessness, and/or emergency shelter systems;
 - Experience with public speaking, group facilitation, and stakeholder engagement;
 - Work and/or demonstrated life experience organizing and/or advocating within underrepresented communities;
 - Demonstrated ability to use an intersectional analysis in work;
 - Demonstration of excellent written and verbal communication skills;
 - Ability to work independently and also as a team member;
 - Strong organizing skills, flexible with ability to handle multiple tasks in a calm and efficient manner;
 - Demonstrated analytical skills;
 - Strong computer skills;
 - Ability to work varying hours required by the position;
 - Survivors of domestic violence, persons of color, Native and LGBTQ persons strongly encouraged to apply.
- EOE/AA

This position is not limited to residents of the Twin Cities metro area. The Violence Free Minnesota office is located in St. Paul, Minnesota, but the duties of the Program Manager can primarily be completed remotely. The Program Manager must be comfortable hosting and attending virtual meetings on various platforms. The Program Manager must also be comfortable with travel and in-person meetings as needed to meet project needs. Some travel to various locations in Minnesota may be required, as needed, to meet with stakeholders or perform other project duties under the project. Some in-person meetings with Violence Free staff or board may also be required as appropriate.

To apply, send cover letter and resume to Carita Zimmerman at czimmerman@vfmn.org by end of day on November 15th, 2021.