



SURVIVOR CRISIS FUND MANAGER

Location: 33 N. Dearborn, Ste. 2210, Chicago, IL 60602

Supervised by: Director of Special Projects

Supervises: Interns, Volunteers

Status: Full time, Exempt

Annual salary: US \$55,000 – 60,000

Date revised: 1/2023

POSITION SUMMARY

The Survivor Crisis Fund was established by The Network: Advocating Against Domestic Violence to provide financial assistance to survivors of gender-based violence to address critical gaps in the safety net. The Survivor Crisis Fund Manager is responsible for the day-to-day management of the Survivor Crisis Fund. They will contribute to the vision, strategy, planning, development, delivery, policy, reporting and evaluation of the program under the leadership of the Director of Special Projects. They will work closely with the Finance Associate, the Community Engagement Coordinator, and application reviewers.

RESPONSIBILITIES

Program Management & Supervision (*approximately 90% of the position*)

- Market the Survivor Fund Program, in collaboration with the Community Engagement Coordinator, through the development and dissemination of program materials including brochures, flyers, information for The Network's website, social media, & info sessions.
- As their main point of contact, provide guidance to advocates and survivors while they complete applications, seeking additional information from applicants as needed.
- Compile & distribute alternative resources to survivors when The Network's funding is not available to them, or not sufficient to meet their needs.
- Manage the process & communication of opening and closing the application portal as needed based on available funding.
- Manage the application review process, including providing training and supervision to application reviewers.
- Ensure applicant data eligibility information is collected in accordance with funder requirements.
- Assist in managing the application management database and reporting.
- Ensure payments are processed in collaboration with the Finance Associate.

Other (approximately 10% of the position)

- Assist in recruiting application reviewers.
- Attend and actively participate in departmental and staff meetings.
- Attend funder meetings as needed.
- Protect The Network's value by keeping information confidential.
- Update knowledge by participating in educational opportunities, maintaining networks, participating in professional organizations.
- Perform other duties as assigned by supervisor.

WORK ENVIRONMENT

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Workplace is a smoke- and drug-free environment.
- The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

QUALIFICATIONS

Education

- Bachelor's degree in gender studies, social work, social sciences, or humanities preferred relevant comparable experience.
- Bi/Multilingual preferred with strong experience of doing culturally specific work.

Experience

- Minimum 6 years' progressively responsible experience in program delivery/project coordination with violence against women issues from a social justice perspective.
- Demonstrated commitment to social change, preferably in violence against women.
- Excellent verbal and written communications skills; presentation skills; project coordination skills; interpersonal skills and multi-tasking skills.

Licenses/Certification

- 40-Hour Domestic Violence Training required (must have within six months of hire)

Computer and software knowledge

- PC literate with strong skills in MS Office Suite (Word, Excel) and digital media skills (graphic design, Constant Contact knowledge, and social media platforms).
- Very comfortable working with databases and new technology platforms.

How to Apply:

Please send a detailed resume with a cover letter to Colleen Norton, Director of Special Projects at cnorton@the-network.org. No phone calls please. Only shortlisted candidates will be contacted.

People of Color, LGBTQIAA+ individuals, immigrants and survivors are strongly encouraged to apply. The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities.