

# Pennsylvania Coalition Against Rape National Sexual Violence Resource Center

## Job Description

**Job Title:** COO, National Resource Center (NSVRC Director)  
**Department:** NSVRC Administration  
**Reports To:** CEO  
**FLSA Status:** Full Time, Exempt  
**Work Hours:** Occasional evening or weekend hours required  
**Travel Expectations:** Regular national travel required

### SUMMARY

The *COO, National Resource Center* serves as a senior member of the PCAR management and Leadership Teams and serves as the Director of the National Sexual Violence Resource Center (NSVRC). This position represents NSVRC in the national arena and administers the operations of the Resource Center. Key activities include national leadership and collaboration, policy development, grant management, resource development and management, staffing responsibilities, budget planning and monitoring, media planning and response, liaison with primary funders, and coordinator of the NSVRC's National Advisory Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned

NSVRC Director:

- Provide vision, structure, oversight, and coordination to the overall functioning of the national resource center.
- Manage the day-to-day operations of the NSVRC including staffing, logistics, funding, grant management, resources, activities, messaging, and branding.
- Ensure that diversity and accessibility are considered in all aspects of the NSVRC's work.
- Represent the NSVRC to the CDC and other federal agencies, public and private agencies, the media, and the general public.
- Communicate regularly with the CDC Project Officer.
- Work with CDC leadership to plan the annual RPE Stakeholders meeting and other planning and coordinating meetings.
- Work with NSVRC's Prevention Team to ensure excellent planning of the annual RPE Leadership Training and prevention track for the annual National Sexual Assault Conference.
- Ensure that grant deliverables, progress reports, and program evaluation plans are completed in an excellent and timely manner.
- Maintain effective relationships with other organizations and partners in order to coordinate the work and messages with other national advocacy and prevention groups.
- Facilitate development of the NSVRC annual budget and monitor expenditures.
- Explore and implement strategies for other funding opportunities.

- Review NSVRC materials and resources prior to publication.
- Supervise the Directors of each NSVRC team (Communications, Prevention, Advocacy and Resources), Associate Director, Head Librarian, and Office Manager.

#### NSVRC Advisory Council:

- Coordinate the work, structure, membership, and leadership of the NSVRC's national Advisory Council.
- Facilitate implementation of the annual calendar of Council tasks.
- Coordinate staff support to the National Advisory Council and to work groups as needed.
- Coordinate quarterly conference calls, annual meeting, and Steering Committee calls.
- Work with Officers and staff to create agendas and address emerging issues.
- Recruit and orient new members and officers and acknowledge members who are rotating off for their contributions.
- Ensure a breadth of experience, diversity, and geographical representation of members to advise NSVRC on a wide range of topics, age groups, and communities.

#### Raliance:

- Assist with coordination of communication and messaging and include Raliance staff in planning meetings and other activities.
- Supervise the Raliance Grants Management Coordinator.

#### Organizational Leadership:

- Participate as a regular member of the Leadership Team to recommend and update organizational policies, procedures, and plans.
- Serve as Facilitator of the Leadership Team on a rotating basis (serving 6-month terms).
- Work closely with other members of the Leadership Team to make decisions, facilitate meetings, and oversee operations during the absence of the CEO.
- Approve expenditures, and sign checks and other requests as needed and appropriate.
- Participate in bi-weekly Management Team meetings to ensure communication, coordination, and consistency among departments and functions.
- Serve as a Contract Reviewer for the agency, particularly focusing on contracts for NSVRC and Raliance.
- Work closely with the *COO, State Coalition*, to ensure quality and consistency of services and resources throughout the organization.
- Work closely with the *Chief Public Affairs Officer* to enhance visibility, credibility, and consistency of messaging.
- Work closely with the *CFO* to plan and monitor budgets, grants, staff time allocations, and expenditures within agency guidelines and available resources.
- Work closely with the *CEO* to establish priorities, develop and implement strategic plans, and pursue opportunities and partnerships.

#### General:

- Attend and participate in PCAR meetings, events, and trainings as needed.
- Seek out opportunities to advance professional growth annually.
- Continually look for opportunities to improve the effectiveness, efficiency, communications, and/or reputation of PCAR and all its departments and projects.

- Other duties as needed or requested by the CEO.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 7-10 positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university. A minimum of five years in program management and supervision or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **REQUIREMENTS**

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Office Products (Word, Excel, PowerPoint), Adobe, and social media.
6. Accept and abide by the mission and core values of PCAR.
7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.

8. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**OTHER DUTIES AS REQUIRED**

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

**Effective Date/Revision date: 1/22/2018**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer's Signature

\_\_\_\_\_  
Date