

WOMEN HELPING WOMEN: JOB DESCRIPTION

POSITION TITLE: Director of Policy & Engagement

FUNCTION: Leads and oversees community engagement, communications and local and state policy efforts for Women Helping Women in our five county service area of Adams, Brown, Clermont, Hamilton and Butler counties. Works with Community Engagement and Engaging Men & Boys Coordinators to assure that WHW is engaged with necessary government systems and social service organizations to assure that communities are aware of and able to access WHW services and programs. Represents WHW's mission on a state and local level by engaging with government officials and statewide coalitions to promote consistent messaging around legislative issues that empower survivor's and support violence prevention efforts. The Director of Policy & Engagement will work closely with agency leadership, all agency departments and community partners to organize best practice efforts to support agency mission and uphold core values.

QUALIFICATIONS: Three+ (3) years of experience in legislative advocacy, public relations, community outreach or related field. Strong skills in communication required. Strong interpersonal skills, public speaking and writing skills required. Possesses the gift to work well with diverse stakeholders, prospective and existing partners as well as the ability to inspire team, community partners and agency leadership with innovative strategies and actions. Must possess a strong and independent work ethic coupled with driven ambition and strong analytical skills. Computer literacy (MS Office, databases, email, etc.) required. Ability to handle confidential information discretely and excellent interpersonal skills to work effectively with agency staff, volunteers and people of all levels in other organizations required.

RESPONSIBILITIES & EXPECTATIONS:

Programming

- Develop relationships with local and state government to enhance awareness and best practices that support agency mission.
- Coordinate necessary communications that support awareness and advocacy for state legislation relevant to agency mission, vision and core values.
- Represents WHW at state convening's with coalitions and policy makers to advance agency mission and core values.
- Partners as an agency leader in championing key 2024 strategic planning pillars.
- Conveys to community leaders and legislators the impact of WHW's mission and advocates for needs in gender based violence field of response and prevention.
- Coordinate and provide program plans, and help formulate, implement, and maintain community events for diverse ages, interests, and genders.

Administrative Functions

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- Maintains highly accurate records / reporting systems / statistics and submits on time (e.g. Documentation for WHW, for funders, for partner agencies).
- Assists with grant reporting for program activities relevant to outreach, awareness campaigns and legislative efforts.
- Manages Community Engagement and Engaging Men & Boys Coordinators to assure that WHW is represented at necessary local community events and meetings to assure that collaborative relationships are built with partners to empower **ALL** survivor and enhance prevention efforts.
- Prepares an annual budget for policy and outreach activities.
- Maintains information in office in orderly fashion that is usable and accessible to colleagues.

Team

- Establishes and maintains effective and professional working relationships with emphasis on trauma informed approaches.
- Promotes teamwork and cohesiveness among all staff and volunteers and with adherence to modeling agency core values.
- Participates in any additional training and development opportunities provided by the agency.
- Participates actively in supervision, keeping supervisor informed of challenging and/or ongoing issues.

Community Leadership

- Develop and maintain effective, professional, and collaborative relationships with Agency staff, Board, legislators and community partners.
- Promote inclusive, strength-based teamwork.
- Exercise discretion when representing the Agency and maintain confidentiality in interactions within the community as appropriate.
- Consistently advance the Agency and promote positive public relations.
- Affirms the value of diversity, and is respectful of others through equity and inclusion lens.

OTHER REQUIREMENTS: Provides services and/or performs duties in a manner which is consistent with agency philosophy. All performance with respect to all individuals - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regards to gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation. To facilitate Agency effectiveness, may be expected to take on other duties as assigned. Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: Vice President of Prevention

HOURS: Full Time/Exempt

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BENEFITS: As stated in the current Human Resources Policy Handbook
SUPERVISION: Community Engagement and Engaging Men and Boys Coordinators

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

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