



**New York City Alliance  
Against Sexual Assault**

## **JOB DESCRIPTION**

**Job Title:** Director of Programs

**Reports to:** Executive Director

**Salary:** \$100,000-\$110,000

**Full/Part Time:** Full Time

**Location:** Hybrid role with regular in-person responsibilities in New York City

**FLSA:** Exempt - Salaried

### **Organizational Overview:**

Founded in 2000, the New York City Alliance Against Sexual Assault's mission is to prevent sexual violence and reduce the harm it causes through education, research, and advocacy. The Alliance's team of ten staff members work closely with the city's rape crisis programs and hospitals, college campuses and universities, District Attorney's offices, the New York Police Department, court officials, and city leaders to develop and implement new practices and policies, raise public awareness, and create sustainable change for survivors. Through training, advocacy, and research, the Alliance has been an active force in fighting for recognition of the magnitude of the problem of sexual violence in New York City (NYC).

### **Position Overview:**

The director of programs works closely with the executive director and plays a lead role in the supervision of and support for staff, the development of organizational culture, the development of strategic programmatic vision for the Alliance, and program implementation centered on the needs of survivors and the organizations that serve them.

The ideal candidate will be a passionate thought leader in the areas of sexual violence and/or gender-based violence who will bring to this position demonstrable experience implementing grant-funded programming, developing programming beyond limits set by current funders and reflective of community need, and creating a safe, healthy, and supportive environment for staff that is grounded in a commitment to diversity, equity, inclusion, and belonging. The candidate will be responsible for scaling up Alliance programming, including sexual violence prevention efforts across the core programming areas of healthy nightlife, youth leadership, and college campuses, and training and technical assistance programming for medical personnel and NYC hospitals, staff and volunteers of community-based organizations, and those in the criminal and legal systems.

The Alliance is at a unique inflection point in its history. With a 20+ year track record of impactful programming and strong name recognition to build on, the Alliance is an established leader in the New York City anti-sexual violence space. At the same time, the Alliance team has been building back programming after a 2021 shutdown. This unique position gives an incoming director of programs the chance to dream, with organizational support to test and try ideas as we continue to build something new together. This position offers the opportunity to provide creative leadership in the development and execution of policy and strategic planning, while creating a framework to take us in new directions to do the work necessary to move the needle on sexual violence in NYC.



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**Specific responsibilities inherent to the position include:**

- Lead the strategic direction of Alliance programmatic efforts, balancing deliverables and requirements mandated by current funder agreements with a larger vision for the impact the Alliance should make in NYC and nationwide;
- Provide support, guidance, and mentorship for program staff (6 direct reports) and consultants, including:
  - Nurture a positive hybrid (mostly remote) working environment,
  - Ensure delivery of grant deliverables,
  - Engage program staff in continual strategic program planning,
  - Support the professional development of Alliance staff.
- Develop and facilitate programs and initiatives related to:
  - the prevention of sexual violence among youth, on higher education campuses, and in nightlife spaces (e.g., bars, restaurants, venues, etc.);
  - the training and technical assistance on evidence-informed, best care practices to hospitals, healthcare clinics, rape crisis programs, college and university communities, human services providers, and community-based organizations.
- In collaboration with the fiscal team, manage grant contracts, including the development and execution of work plans, budget development, and reporting;
- Meet with director of operations regularly to develop organizational programmatic and financial projections;
- Ensure compliance with funder requirements; build positive relationships with funders, stakeholders and community partners;
- Represent the Alliance publicly on various citywide coalitions and task forces, with the media and at conferences;
- Actively partner with development staff to cultivate new funding to support the Alliance's work; develop a range of new program ideas to pitch for new grant opportunities;
- Collaborate with communications staff to promote Alliance programming;
- Serve as a member of the Alliance's operations team and actively participate in strategic conversations regarding organizational direction and administrative functioning.

**Required Qualifications/Skills:**

- A minimum of eight years of full-time professional experience in sexual violence, gender-based violence, or a similar field;
- A minimum of 4 years of experience successfully managing teams;
- Demonstrable knowledge and experience in nonprofit grant-funded program management in two or more of the following areas: evidence-informed sexual violence prevention programs; youth programming; trauma-informed care; training and skill-building for adult professionals; sexual assault forensic examinations, and/or campus sexual assault;
- Demonstrated skills in the support and development of diverse staff and the creation of healthy team dynamics grounded in equity and anti-racism, especially in a hybrid or full-remote work environment;
- Experience developing and implementing successful training and technical assistance initiatives;
- Dedication to using a social justice, anti-oppression, anti-racist framework to carry out work;
- Proven experience in collaborating productively with multiple stakeholders and partners to ensure timely performance of project deliverables;
- Ability to work collaboratively and across issue areas with diverse communities and institutions;



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- Sensitivity to the impact of sexual violence in diverse communities and the ability to articulate these concerns to various stakeholders in a sensitive and respectful manner;
- Demonstrable skills in program design and project management, as well as ability to guide staff from program planning to implementation;
- Strong oral and written communication skills;
- Demonstrable experience in-person and virtual presentation, and group facilitation.

**Desired Qualifications/Skills:**

- New York City-specific professional experience, including professional contacts across the social sector – ideally in the anti-violence space;
- Experience and knowledge in evaluation tools and data collection methods;
- Certified (in compliance with New York State Department of Health) as a rape crisis advocate (40-hour training);
- Direct service experience working with survivors of sexual violence, especially experience serving as a medical advocate, supporting survivors through the Sexual Assault Forensic Examination in a hospital setting;
- Experience utilizing MS Office (with a focus on SharePoint as it relates to cloud-based collaboration) and/or Salesforce.

**Compensation:**

- Compensation for this position is \$100,00-\$110,000.
- A competitive benefits package includes:
  - Medical Insurance - 90% Paid by Employer
  - Dental and Vision insurance- 100% Paid by Employer
  - 401(K) Retirement savings
  - Life and Accidental Death and Dismemberment Coverage – 100% Paid by Employer
  - Generous time off including 10 holidays, one week off between Christmas and New Years
  - One of a kind generous front loaded PTO policy:
    - 20 Vacation Days
    - 20 Sick Days
    - 3 Personal Days

**Working Environment:**

The organization is operating in a hybrid capacity. Though Alliance staff have a high level of flexibility regarding where they choose to work (e.g., in office or remotely), due to the hybrid nature of our programming, there are times when staff must attend in-person meetings or trainings throughout each month. This includes one mandatory in-person staff meeting once per month.

**Equal Employment Opportunity:** *The New York City Alliance Against Sexual Assault is an equal opportunity employer. We are committed to cultural diversity, diversity of gender expression, and are open to candidates of all ages and physical ability. We strongly encourage individuals from diverse backgrounds and with a diversity of lived experiences to apply.*



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Please complete the following prompts and submit with your resume in one PDF file to [Emiles@svfreenyc.org](mailto:Emiles@svfreenyc.org). We ask that each prompt response be no longer than 250 words. Applications will be accepted until the position is filled, though applications submitted by March 31, 2023 will be given priority. *Cover letters are not required or desired.*

- 1. Please explain why this role interests you.**
- 2. Please share your philosophy of helping people develop, including a time when you coached a beginning or mid-career staff member.**
- 3. Please share an example of a program you developed and the lessons it taught you.**