



North Carolina Coalition Against Domestic Violence Job Description

Policy Director

Hours: Full-time (40+ hours); some evening and weekend work required

Location: Durham, NC (NCCADV currently offers a hybrid work environment)

Status: Exempt

Hiring Range: \$70,000 - \$75,000

Reports to: Executive Director

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy. We know that victims and survivors face many obstacles to safety. We strive to build a survivor-centered movement that serves all victims and survivors of domestic violence and their respective needs.

Position Summary: Under the supervision of the Executive Director, the Policy Director is jointly responsible with the Legal Director for coordinating NCCADV's policy, advocacy, and legal training, and technical assistance efforts to improve systems that respond to victims of domestic violence and their children. In addition, this position and the Executive Director coordinate NCCADV's public policy work which includes participation on statewide committees, task forces and workgroups, development and implementation of a state legislative agenda, and participation in federal advocacy.

Joint Primary Job Responsibilities with Legal Director:

1. Provide technical assistance to local advocates, law enforcement, court personnel, and allied professionals with a focus on legal and policy issues.
2. Develop and implement training in the form of lectures, workshops, seminars, institutes, and conferences as required. Training focus areas include legal and policy issues for local domestic violence programs, law enforcement, court personnel, and allied professionals.
3. Research, analyze, and assess domestic violence laws, policies, and system responses at the local, state, and federal levels to inform NCCADV position statements and places for intervention.
4. Develop relationships with local domestic violence agencies and court advocates.
5. Represent NCCADV on statewide committees, task forces, and work groups that impact system response, public policy, and legislation related to domestic violence.

6. Cultivate and maintain professional relationships on behalf of NCCADV with appropriate statewide partners and state government offices including, but not limited to, the North Carolina Department of Justice, Legal Aid of North Carolina, Pisgah Legal Services, and UNC School of Government.
7. Provide education, interpretation and assistance to members and allied professionals in the form of reports, summaries, or other materials regarding laws, policies, legislation, and system responses that impact domestic violence victims and service providers.
8. Assist in coordination of and response to state and federal legislative alerts.
9. Recruit and supervise legal and policy team interns.
10. Collaborate with other staff to plan and implement NCCADV's biennial conference and biannual membership meetings.
11. Provide policy and legal information to other NCCADV staff as needed and requested.
12. Coordinate and write articles or other materials for NCCADV publications, including, but not limited to, the weekly digest, newsletters, annual report, and website.
13. Provide peer supervision of Co-Director of Legal & Policy team, involving weekly check-ins and joint decision-making regarding the strategic direction of NCCADV's Legal & Policy work.
14. Represent NCCADV and its Legal & Policy positions at speaking engagements at area law schools and in response to media requests.

Primary Job Responsibilities as Policy Director:

1. Develop and disseminate timely policy updates to NCCADV staff and members in the form of written policy updates (generally one every 1-2 weeks), time-sensitive remote member meetings, and an annual joint legislative update meeting for NCCADV and NCCASA members.
2. Collaborate with NCCADV members, staff, victims/survivors, lobbyists, and identified stakeholders to develop an annual state legislative agenda addressing the needs of domestic violence service providers and victims/survivors.
3. Develop and maintain relationships with state and federal legislators, legislative staffers, and other key decision-makers to promote the needs of domestic service providers and survivors.
4. Monitor, track, and provide technical assistance related to pending legislation and other policy updates that impact domestic violence service providers and survivors in North Carolina.
5. Assist in coordination of and response to state and federal legislative alerts, including responding to partner requests for outreach to legislators at the state and federal levels.

6. Lead NCCADV's participation in the National Network to End Domestic Violence's annual Advocacy Days in Washington, D.C. and state level advocacy days as determined as part of NCCADV's policy strategy each year.
7. Coordinate NCCADV's participation in policy-related impact litigation for the benefit of domestic violence service providers and survivors in North Carolina, including assessing requests to join litigation and draft and file amici briefs.
8. Provide policy-related guidance for drafting public statements and sharing media comments on domestic violence related issues of statewide or national importance.
9. Attend and actively participate in meetings of the North Carolina Domestic Violence Commission, including participation in the Commission's Legislative & Advocacy Committee.
10. Join and actively participate in collaborative spaces regarding policy and advocacy topics that impact domestic violence service providers and survivors in North Carolina, including but not limited to the North Carolina Gun Violence Prevention Coalition, the North Carolina Victims' Rights Advisory Board, the North Carolina Crime Victim Services Advisory Group, and the North Carolina Families Care Coalition.

Other:

1. Data entry and preparation of any necessary reports in a timely fashion, as required by funders and the Executive Director.
2. Participate in NCCADV regional and statewide projects and evaluation activities as required.
3. Participate in NCCADV staff meetings, phone coverage rotations, in-service trainings, and staff retreats, and perform other duties as requested by the Executive Director.

Qualifications:

1. Juris Doctorate degree preferred.
2. Extensive knowledge of the impact of domestic violence on survivors in communities across different lived experiences is required.
3. Knowledge of North Carolina civil and criminal laws impacting victims of domestic violence, or the ability to quickly gain this knowledge, is required.
4. Understanding of and commitment to the mission of the North Carolina Coalition Against Domestic Violence is required.
5. A demonstrated commitment to ending domestic violence is required. Prior experience representing or providing assistance to victims of domestic violence is strongly preferred.

6. Ability and willingness to work with people from a variety of backgrounds and experience, including developing and maintaining cooperative relationships with varied individuals, organizations, and government agencies, is required.
7. Prior experience developing and delivering trainings is preferred.
8. Prior systems advocacy and public policy experience is preferred.
9. Strong written and verbal communication skills are required.
10. Excellent research skills are required.
11. Advanced technology skills, including, at a minimum, proficiency in Windows and MS Office applications (including Word, Excel, and Power Point) and online communications are required.
12. Candidates must be highly organized and self-motivated with the skills to organize and manage work time.
13. Commitment to contributing toward a positive work culture is required.
14. Access to reliable transportation, willingness and ability to travel out of state, and some overnight travels are required.

NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We believe that our staff should be representative of the communities we serve. We strongly encourage victims/survivors of intimate partner violence to apply.