

Director, Prevention Education and Community Engagement

- Job Title:** Director of Prevention Education and Community Engagement
Reports To: Executive Director
Location: Sexual Assault Crisis Center – Fox Cities, Inc. (Center) Appleton office. Will require some travel within Outagamie and Calumet counties, and the city of New London.

This is a full-time (37 hours/week) exempt management position and is a member of the Center’s senior leadership team.

Position Summary

We are in a critical time in our movement to end sexual violence, and this is an opportunity for an action-oriented, strategic leader to put their skills, knowledge and experience to work. In this role, the ideal candidate will grow and advance our prevention education and community engagement programming throughout the Center’s service area. To accomplish this, the ideal candidate will lead our prevention team to build a lasting culture of sexual violence prevention in communities, schools, businesses, places of worship, organizations and more.

Essential Duties and Responsibilities

The ideal candidate will:

- Demonstrate a high degree of professionalism, strong interpersonal skills and excellent judgment.
- Have a strong commitment to developing positive relationships with staff, peers, volunteers, management and community partners.
- Be able to work independently as well as with a team to ensure that collaborative processes work smoothly.
- Exhibit an ability to take initiative and problem solve.
- Provide grant management such as evaluating programs, completing reports, and guaranteeing grant deliverables are met.
- Adherence to legal and company policies and procedures.
- Assist in responding to crisis calls when necessary. In addition, may be assigned to perform crisis on-call duty.
- Monitor employee productivity and provide constructive feedback and coaching.
- Actively participate in senior leadership and staff meetings.
- Flexibility to work outside the Center’s core work hours to deliver programming including occasional nights and weekends.
- Must pass Wisconsin Department of Justice criminal and caregiver background checks, and agree to the Center conducting sex offender registry checks for any state where you lived, worked or attended school in the last five years.

Prevention Education and Community Engagement Responsibilities

- Ability to communicate tactfully, clearly, concisely and accurately with, staff, volunteers, management and community stakeholders.
- Ability to effectively present information to the general public.
- Develop and implement community wide prevention education programs.
- Conduct group presentations in community and corporate settings.
- Coordinate planning of sexual assault awareness month activities in collaboration with other staff.
- Participate in community events and meetings as necessary.

Education and Experience

Significant experience in leadership, staff supervision, planning, program and volunteer management:

- Minimum of a bachelor's degree in education, social work, human services, communications or related field, master's degree preferred.
- A minimum of five years of experience developing and implementing programs and services, preferably in a nonprofit organization, including grant management and program evaluation.
- A minimum of five years of relevant, progressive, professional experience managing paid staff that are direct reports.
- A collaborative, positive and empowering leadership style.
- Knowledge of and capacity to ensure high quality standards of prevention programming and services.
- Ability to deliver sensitive content to children, youth and teens.
- Knowledge of adult learning principles, and an experienced facilitator.
- Experience working with trauma or sexual assault victims preferred.
- A passion for preventing sexual violence, and enthusiasm for meaningful engagement and learning.

A combination of experience and training which provides the required knowledge, skills and abilities will be considered.

Other Skills and Abilities

- Professional enthusiasm to stay current with industry best practices.
- Valid driver's license, good driving record and reliable transportation.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to walk, and operate office equipment manually. The employee must be able to occasionally lift and/or move up to 25 pounds.

Benefits

Access to medical and dental insurance, 70/30 for employee coverage after 30 days of employment; 10 paid holidays including birthday; Paid time off after 90 days of employment; Employee paid Aflac Supplemental Insurance; Employer paid EAP; Employer paid long-term disability and life insurance; Mobile phone stipend; Self-care stipend.

Agency Profile

The Center is a federal and state recognized Sexual Assault Service Provider. The Center's mission is to empower people to find their voice to end the crisis of sexual violence.

Diversity Statement

We value the contributions of every person and respect the ways their experiences, background, culture, identity, abilities, and opinions enrich our work and our community.

The Center is an equal opportunity employer and is committed to the principles of diversity. We therefore:

- Do not discriminate in regard to race, color, religion, creed, age, sex or gender, national origin or ancestry, marital status, veteran status, sexual orientation or disability.
- Refuse to engage in any other form of discrimination or harassment.

Interested candidates should **send cover letter and resume with salary history** to:

Amy Flanders, Executive Director, amy@sacc-foxcities.org OR

17 Park Place, Suite 400, Appleton, WI 54914