

The National Domestic Violence Hotline has been the vital link to safety for women, men, children and families affected by domestic violence for nearly 20 years. With the help of our dedicated advocates and staff, we respond to calls 24/7, 365 days a year. We provide confidential, one-on-one support to each caller and chatter, offering crisis intervention, options for next steps and direct connection to sources for immediate safety. Bilingual advocates are on hand to speak with callers, and our Language Line offers translations in 170+ different languages.

The National Domestic Violence Hotline is currently hiring for a Policy Manager.

Location: Washington, DC

Salary: Commensurate with experience

Status: Full time/Exempt

The Policy Manager works with the Vice President of Policy in carrying out the policy and legislative goals of the Hotline. This includes doing research, drafting policy memos, assisting in setting up meetings and events, and maintaining contacts with other national organizations addressing domestic and dating violence. The Policy Manager also has her/his own portfolio of issues to manage, under the supervision of the Vice President of Policy. The Policy Manager has contact with Congressional and Administration offices, both in person and via email and phone.

We offer a competitive package that includes: 100% company paid medical, dental coverage, life and AD&D (\$50,000) and long term disability for the employee as well as a 403(b) plan with company match. We also offer optional short term disability, flexible spending account, vision coverage, paid holidays, vacation, and other related benefits.

Essential Duties/Responsibilities

- Attend meetings or participates in conference calls with other national organizations engaged in policy work around domestic violence, dating violence, sexual assault, and stalking; the Policy Manager takes notes for these meetings and conducts follow up activities as directed by the Vice President of Policy.
- Develop a clear understanding of the policy goals and work of the Hotline in order to provide effective assistance to the Vice President of Policy; use that knowledge to carry out research and draft memos that will help educate Congress and Administration agencies on the issues and best practices related to domestic and dating violence.
- Work with Hotline-generated data (either narrative or numeric) to develop reports that educate the public and policy-makers about the experiences of survivors of domestic and dating violence.
- Going on visits to Congressional and Administration offices, either with the Vice President of Policy and the CEO or alone in order to provide education about issues relating to survivors' experiences of domestic and dating violence.
- Track legislative activities in Congress and Administration actions that impact survivors of domestic and dating violence in order to effectively advocate for the needs of survivors.
- Maintain collaborations with other national organizations addressing domestic violence, dating violence, sexual assault, and stalking in order for communications to be current.

- Research secondary areas of interest, such as employment issues, healthcare issues, or education issues, that may overlap or impact on areas of direct concern to the safety and well-being of survivors of domestic and dating violence.
- Track stories about domestic and dating violence in the general media and in policy-focused news outlets; summarizing that information for use by the Vice President of Policy and the CEO.
- Filling out paperwork and reporting forms as required for the Policy Department.
- Making appointments for the Vice President of Policy when needed.
- Carrying out periodic administrative duties, such as ordering supplies, sending packages, copying or scanning materials.
- Provide periodic assistance to the Vice President of Strategic Partnerships.
- Formatting or editing documents as needed.

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by his or her supervisor or management.

Job Requirements and Responsibilities

- An undergraduate degree, preferably in a related issue, such as political science, sociology, social work, government, or women's studies; postgraduate degree, such as a master's degree, preferred.
- Experience educating and advocating before Hill offices on issues relating to domestic and dating violence a plus.
- Trained in research methods, the writing of papers and memoranda; victim advocacy training a plus.
- Understanding of the dynamics of domestic and dating violence.
- Competency with Word, Power Point, and Excel; ability to use graphics or publication software a plus.
- Prior experience working with survivors of domestic and dating violence and a deep understanding of the policy issues arising in this field; capacity to conduct research and work with data a plus; experience with the legislative process a plus.
- Travel may be required on some occasions.
- Ability to attend evening events related to work.
- A consistent positive solution-oriented response that includes communicating about challenges to the appropriate person in a constructive and productive manner.
- Intentionally and actively fostering positive working relationships and organizational culture.
- Ability to be flexible, if needed, to work outside of normal business hours
- Ability to attend required meetings (including but not limited to Program Team, Town Hall Meetings, Advocate Team Meetings, etc.) which may be scheduled during hours outside of the position's regular schedule
- The ability to lead, motivate, coach, develop and encourage people to achieve a common goal, fostering positive working relationships and team culture.
- Relationship builder with the flexibility and finesse to "manage by influence"
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position implementation discussions at both the strategic and tactical levels
- Demonstrated excellent time management and organizational skills - ability to manage numerous initiatives in order to meet deadlines and to deliver high quality outputs including ability to re-order work and priorities in response to demand and crises.
- The ability to organize people and materials to ensure that tasks are undertaken and that measures are put in place to ensure compliance within all areas of operations

Other Requirements/Working Conditions

- Ability to read, write and converse in English.
- Ability to tolerate prolonged sitting or standing. Must have emotional and physical stamina to deal with a variety of stressful situations, including responses to complaints and internal and external interactions, to effectively work long and at times odd hours, while maintaining a sense of humor.
- Works in a normal office environment, with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.

The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, mission and philosophy of NDVH. This description does not modify any employee's at-will-status and is not a contract for continued employment of any duration.

TO APPLY: Visit <https://careers-ndvh.icims.com/jobs/1095/policy-manager---dc/job>.