

Job Description: Manager of Community and Capacity Building



Salary: Anticipated salary range \$65,000 - 75,000, depending on experience

Location: Esperanza United is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

Reports to: Senior Director of National Training and Technical Assistance (TTA)

Supervises: Two Training and TA coordinators, one Project assistant

Position overview

The Manager of Community and Capacity Building manages two projects funded by the Department of Justice, Office on Violence Against Women (OVW): the Latina Technical Assistance (TA) Project and the Culturally Specific Support Project (CSSP). Supervising three staff members, this project manager oversees the day to day activities of the projects such as planning and executing institutes, grantee orientations, project partner meetings, site visits, and training and technical assistance.

The ideal candidate is mission-driven, community and survivor-centered, organized, and an effective capacity builder. The position is responsible for managing multi-year projects to identify community-driven solutions that address marginalization and strengthen communities. This position requires building and maintaining relationships, strong written and verbal communication skills, excellent time management and organizational skills, and the ability to work independently and as part of a team while also managing a broad range of project activities and deliverables. The Manager of Community and Capacity Building works closely with project teams, leadership teams, and partners.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide. As a federally designated resource center, we provide training and technical assistance (TTA) across the country, lead public policy initiatives, and conduct community-based participatory research on the intersections of domestic violence and Latin@ identity. Our programs span the continuum of intervention and prevention to address the lived realities and build the dreams of Latina women, girls, and families.

Core responsibilities

- Establish partner relationships with culturally specific grantees, communities, and organizations across the country.

- Lead the creation of a variety of prevention materials, public awareness materials, and/or other information and resources to build capacity.
- Lead team in providing coaching and support to community partners.
- Travel to site visits, institutes, trainings, and partner meetings with national Technical Assistance (TA) partners and OVW staff.
- Provide follow up TTA to support in modifying or implementing new strategies, build additional capacity.
- Oversee project data collection, evaluation, grant reporting, and financial management.
- Program management and oversight
 - › Participate in stakeholder meetings to identify emerging trends and issues affecting delivery of services to Latin@ and culturally diverse survivors nationally.
 - › Identify challenges and solutions in language access.
 - › Research and formulate quality work output and deliverables, incorporating an array of situations, voices, and requests.
 - › Contribute to strategy development and ensures quality work is produced and disseminated.
 - › Work within varying systems and interact with stakeholders at all levels ranging from law enforcement to grassroots organizations to funding agencies to courts. Build solid working relationships regardless of organization type.
 - › Apply the principles of justice, equity, and inclusion to program development and implementation.
 - › Provide bilingual services to stakeholders, constituents, and direct service providers.
 - › Provide supervision and guidance to relevant staff Program Coordinators and Assistant.
- Funder development and responsiveness
 - › Ensure compliance with grant and reporting deadlines for federal and foundation funders. Work in accordance with cooperative agreements/contracts with funders.
 - › Serve as the primary contact for funders, partners, and language access inquiries. Liaise and establish rapport and solid working relationships with funders and stakeholders.
 - › Collaborate with supervisor and relevant staff members to develop funding proposals and reports.
- Other duties
 - › Actively participate in team meetings, workgroups, and organization-wide initiatives, for example, anti-racism efforts.
 - › Contribute to a collaborative, positive organizational culture.

- › Apply new learnings, approaches, and practices to core position responsibilities and activities.
- › Other duties as assigned.

Qualifications

- Education and experience
 - › Four-six years' experience in a similar position, providing technical assistance and training and project coordination including budget management.
 - › Strong preference to candidates who have demonstrated knowledge of gender-based violence within the Latin@ community and the intersections with race, ethnicity, culture, immigration, language justice, and lived realities among other considerations.
 - › Bachelor's degree in relevant area – or an equivalent combination of relevant experience and training.
- Skills
 - › Bilingual Spanish/English required
 - › Excellent verbal and written communication skills; keen attention to detail, tactful, and ability to tailor communication to various audiences.
 - › Deep understanding of the impact of gender-based violence, trauma-informed approaches, and community driven and culturally sound responses to violence.
 - › Effective trainer and generalist expertise in providing relevant, quality TA.
 - › Strong critical thinker and solutions-finder.
 - › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
 - › Demonstrated ability to synthesize complex information.
 - › Significant computer proficiency including use of PCs, Microsoft and Adobe Suites, and database systems, among others.
 - › Works effectively independently and in teams.
 - › Superior project, budget and time management skills
 - › Knowledge of the lived realities of Latin@ communities and gender-based violence strongly preferred.
- Qualities
 - › Ability to model behavior consistent with Esperanza United's mission, vision, and values.
 - › Proactive and highly accountable.
 - › Committed to a learning culture, including race equity/anti-racist practices.
 - › Open to new ideas and innovation. Possess an entrepreneurial spirit.

- › Highly collaborative and dependable, team oriented.
- › Adaptable, comfortable with emergence, complexity, and working with some ambiguity.
- › Utilizes sound judgment and decision-making.

Travel

This position may have occasional travel, estimated at two-three times per year.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law. Esperanza United offers a competitive salary, excellent benefits, a flexible schedule, and a supportive working atmosphere to grow and develop professionally.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations within the stated range in one PDF to Human Resources at humunresources@esperanzaunited.org with the subject header, "Your Name – Technical Assistance Manager Application."

We will consider applications starting February 1, 2023. Applications will be accepted until the position is filled.