

CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK
Director of the Centralized Training Institute

Title: Director of the Centralized Training Institute
Location: 1 E. Wacker Drive, Ste. 1630, Chicago, IL 60601
Supervised by: Executive Director
Supervises: Training Coordinator, Intern and/or Federal Work Study, Contractual Trainers
Status: Full time, Exempt
Date Revised: 8/15/2017

Position Summary:

The Director of the Centralized Training Institute position is responsible for the vision, strategy, program planning, development, delivery, policy, and evaluation of the CMBWN's Centralized Training Institute (CTI).

Responsibilities

PROGRAM MANAGEMENT (*approximately 50% of the position*)

- Direct program vision, strategy, program planning, and policy for CTI, including development of goals & objectives and monitoring and evaluating program effectiveness.
- Grow our strategic alliances/memberships with social justice activists and advocates.
- Network with allied professionals and work with assigned allied professional committees. Plan, schedule, coordinate, and evaluate Allied Professional Trainings, as needed.
- Develop new and update current CTI programs to continue to deliver state-of-the-art educational curricula, which requires ongoing research.
- Stay current on domestic violence related trends, laws, policy, and practice and adult training delivery methodologies.
- Prepare annual budget for the CTI and monitor income and expenses.
- Work with the Executive and Development Directors to secure funding for CTI programs, including assisting in private funding grant submissions and reports.
- Meet or exceed identified training revenue and training enrollment goals.
- Conduct domestic violence advocacy work within the domestic violence community that furthers the CMBW Network's mission. Participate in outside committees as required to fulfill this objective.
- Write position descriptions and hire assigned staff. Assigns staff to special projects.
- Conduct supervision, prepare evaluations for all direct reports. Conduct necessary disciplinary, terminations, and other personnel actions in accordance with personnel policies. Provide ongoing mentoring including strategic growth for assigned staff and the dev domestic violence elopment and monitoring of individual work plans.

TRAINING DELIVERY & COORDINATION (*approximately 45% of the position*)

- Develop, deliver and evaluate Centralized Training Institute (CTI) trainings, which includes facilitating programs and conducting training:
 - Domestic Violence 40-Hour Training, the foundational 40-hour training (6 full day sessions) for new DV workers
 - Advanced and Specialized Trainings to enhance knowledge of domestic violence program staff and the community-at-large
 - Allied Professional Trainings for professionals that are from systems that frequently encounter domestic violence survivors, their children, and those who abuse
- Develop strategies to increase trainings and increase on-demand, on-line trainings. Lead the CTI team in the implementation of those strategies.
- Identify, recruit, and maintain a cadre of diverse "expert speakers" to deliver training for CTI Programs: conduct train-the-trainer sessions as required perfecting their delivery skills, conduct on-going assessments.
- Staff assigned committees relating to education and training.

COMMUNICATIONS (approximately 3% of the position)

- Develop a communications strategy and work plan. Lead the CTI team in the implementation of that plan.
- Market CTI programs through the development of CTI content for brochures, flyers, website, manuals, training packets, press releases, etc.

OTHER (approximately 2% of the position)

- Attend and actively participate in departmental and staff meetings.
- Protect The Network's value by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Perform other duties as assigned by supervisor.

Work Environment

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, fax, phones, copiers, scanners, filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move objects up to 40 pounds.
- Travel between the office and other locations is required. Must possess a valid driver's license and an insured vehicle.
- Occasional night and weekend hours are required a few times a year.
- Work place is a smoke- and drug-free environment.
- The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Qualifications:

Education

- Bachelor degree in gender studies, social work, social sciences, or humanities preferred. Master degree preferred.

Experience

- Minimum 5 years' progressively responsible experience in training delivery and course development, project coordination, program and staff management, and fundraising with violence against women issues from a social justice perspective.
- Bilingual Spanish/English strongly preferred
- Experience negotiating and building partnerships required.
- Previous experience building a team required.
- Previous experience working with people from diverse backgrounds required.
- Strong presentation, networking, project management, organization, and program development skills required.
- Some direct service experience in crisis intervention or harm reduction work preferred.
- Knowledge of domestic violence and/or women's issues and strong commitment to social justice and ability to create and manage social justice work.
- Strong writing and platform skills for both online and traditional media.

- Practice in appropriate conflict resolution methods leading to positive solutions.
- Experience with developing and monitoring a budget preferred.
- Excellent interpersonal, public speaking, and written communication skills.
- Excellent verbal and written communications skills.
- Must have an understanding and commitment to the mission and philosophy of The Network.

Licenses/Certification

- 40-Hour Domestic Violence Training required (must have within six months of hire).
- Status as an Illinois Certified Domestic Violence Professional or eligibility for Illinois Certified Domestic Violence Professional status preferred.

Computer and software knowledge

- PC literate with strong skills in experience in MS Office (Word, Excel), and donor software (Donor Perfect Installed) required. Webinar/publication/graphic design and Constant Contact knowledge highly preferred.

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities. This position description should be revised on an annual basis to reflect such changes. I have read this job description, understand it, and am able to perform the essential job functions of this position. I have had the opportunity to discuss the job description with my supervisor.

Signature:

Date:

Compensation

- We offer a compensation package that includes employer paid health, dental insurance, and a 403B retirement account. We offer generous leave, a flexible work schedule, and professional development opportunities.
- Salary range for this position is \$58,000 to \$65,000 depending on experience and qualifications.

How to Apply

- Please submit resume and cover letter to: kdoherly@batteredwomensnetwork.org, with the subject line "your last name, first name."
- Position begins on 11/15/17. No phone calls please.