



**Program Support Manager**  
**Full-time, exempt position**  
**Grant-funded through June 30, 2025**

**Job Description**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

- Assist with identifying and recruiting member programs as sub-recipients for ODVN's anti-human trafficking project
- Assist with planning and organizing anti-human trafficking trainings for member programs, sub-recipient programs and a statewide anti-human trafficking one day conference.
- Will provide ongoing technical assistance, information and education to member and sub-recipient programs
- Provide training and technical assistance to sub-recipients related to the intersections of domestic and sexual violence, human trafficking and best practices for service delivery
- Assist sub-recipient programs in expanding, enhancing or creating human trafficking service delivery
- Facilitate monthly one on one sub-recipient meetings and quarterly meetings with entire cohort
- Develop and distribute an anti-human trafficking brochure to statewide member programs
- Develop a human trafficking service tool to assist sub-recipients/member programs to better identify human trafficking survivors and their specialized needs
- Build collaborations between programs with strong existing anti-human trafficking efforts with those having less experience serving the human trafficking population
- Develop two surveys throughout the project period for sub-recipients to evaluate improved service responses to human trafficking survivors
- Work in collaboration with ODVN's Substance Use and Mental Health Program Director to provide training and support to sub-recipients
- Develop and coordinate a peer support system for sub-recipient programs to provide additional support to identified human trafficking survivors
- Assist sub-recipients in identifying, accessing and participating in existing local domestic violence and/or human trafficking task forces and coalitions.

- Collaborate with anti-human trafficking subject matter experts such as Salvation Army and Rahab Ministries to coordinate services with sub-recipient programs
- Assist the Deputy Director with member program visits regarding state line-item funding to provide technical assistance and best practice guidance on serving human trafficking survivors
- Coordinate and oversee ODVN's mentoring program to assist participating programs in understanding the importance of serving human trafficking survivors in residential and non-residential settings.
- Collaborate with ODVN's REACH program and other ODVN survivor assistance programs (Relocation, Legal, Hotel) to provide housing and other supportive services with flexible financial assistance
- Assist with anti-human trafficking line-item funding coordination and oversight and monitor project spending and sub-recipient invoicing
- Create check requests and work in collaboration with ODVN's finance team to submit sub-recipient invoices for payment/reimbursement in a timely fashion
- Maintain oversight on monthly spending and overall budget for grant reporting purposes
- Create a data tracking method to ensure sub-recipient programs are tracking the number of survivors served, non-residential services, outreach efforts, housing and mobile advocacy
- Prepare regular reports on program activities and data assessments
- Prepare monthly, quarterly and annual grant reporting requirements as requested or required
- Attend ODVN staff and other meetings of organization and external committees as requested
- Assist with special event planning and public awareness activities
- Performs other duties as assigned by the Deputy Director

**Reports to:** ODVN Deputy Director

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**Qualifications:**

- Three to five years relevant experience in the field of domestic and/or sexual violence, human trafficking, organizational capacity building, community collaboration, anti-oppression or social justice work, or any combination thereof
- Knowledge of domestic and sexual violence, stalking and human trafficking dynamics and services
- Knowledge of trauma, vicarious trauma, and trauma-informed organizational capacity building
- Strong organizational, communication, multi-tasking skills along with attention to detail is required
- Must possess the skills required to organize, coordinate, and streamline multiple programs, projects and tasks across the state at the same time
- Has experience in a leadership role
- Is comfortable with and has prior experience conducting training and public speaking
- Demonstrates strong writing and oral communication skills
- Familiar with grant writing and reporting
- Must be able to work independently as well as in a collaborative manner with ODVN staff, member organizations, survivors, community partners and businesses
- Must be able to build strong relationships between member programs and stakeholders
- Must be willing to travel to ODVN office when required as well as member programs statewide
- Must be familiar with and proficient in Microsoft products as well as virtual platforms
- Valid driver's license, access to own transportation, and a willingness and ability to travel statewide

**Compensation:** ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; life insurance, long-term and short-term disability; other health insurance policies at low costs to employees such as dental and vision; Health Savings Account, up to 9% retirement plan contributions after one year of employment; and a generous and flexible accrued paid time off benefit.

**Pay for this position will be:** Mid-fifties, depending on experience

**Location:** Columbus, Ohio and statewide with the potential for remote work to be determined.

**Application Process:**

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

**To apply:** Please submit a resume with a cover letter or equivalent, to [shelleym@odvn.org](mailto:shelleym@odvn.org) with the subject line of "Program Support Manager." Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. Scheduling of initial interviews of first round candidates will begin the week of January 29, 2024 progressing until a qualified applicant is hired.

**ODVN is an Equal Opportunity Employer**

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

- Welcoming diverse people and perspectives
- Focusing on areas of inclusion via advocacy, training and leadership

Ohio Domestic Violence Network  
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