



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Program Manager, Office of Violence Against Women (OVW)
Department:	Department of Public Safety
Reports To:	Clark Atlanta University Department of Public Safety

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Clark Atlanta University's Department of Public Safety has been awarded the OVW Fiscal Year 2024 Strengthening Culturally Specific Campus Approaches to Address Domestic Violence, Dating Violence, Sexual Assault, and Stalking Initiative Grant (15JOVW-24-GG-01971-HBCU). This prestigious grant underscores the department's commitment to enhancing campus safety through culturally specific strategies that align with CAU's mission to provide a secure, inclusive, and supportive environment for all students.

In collaboration with key partners within CAU, including Residence Life, Athletics, Office of Disability Services, and Student Affairs, as well as external law enforcement agencies, this initiative adopts a comprehensive approach to address domestic violence, dating violence, sexual assault, and stalking (DVSAS). These partnerships aim to develop and strengthen strategies to prevent and address domestic violence, dating violence, sexual assault, and stalking on campus, creating coordinated community response approaches, developing and strengthening victim services, enhancing prevention education and awareness programs, and advancing the objectives through Memoranda of Understanding.

The Department of Public Safety is seeking a *Project Director* to lead this initiative. Reporting to the Principal Investigator (PI), this full-time, salaried position—eligible for benefits for the duration of the grant—will oversee the development, implementation, and management of grant-related activities. The Project Director will ensure the development and implementation of statutory and other program requirements.

The *Project Director* will coordinate efforts with CAU's internal departments and external partners to develop impactful programs and initiatives that address DVSAS through culturally specific and public safety-driven strategies. Key responsibilities include managing partnerships, organizing educational and outreach activities, ensuring compliance with grant requirements, analyzing data, and enhancing prevention and response efforts.

This position represents a unique opportunity to lead collaborative efforts that bridge public safety, student engagement, and community partnership, creating a safer campus environment that upholds CAU's mission and values.

Examples of Duties and Responsibilities:

The Program Manager will be a University leader who will continue to drive institution-wide culture of innovation and best practices. This leader will foster a vibrant work environment to manage a newly created program that focuses on entrepreneurial development.

Principal Accountabilities

- **Administrative Management:** Lead the daily operations supporting the grant, ensuring all project activities align with the stated goals and objectives. Report directly to Chief of Police, maintaining clear communication and accountability.
- **Grant Management:** Oversee the administration of the OVW grant, ensuring compliance with federal and state regulations. Monitor and meet all deliverables and deadlines specified in the grant agreement.
- **Program Development:** Design and implement programs focused on preventing domestic violence, dating violence, sexual assault, and stalking (DVSAS), with an emphasis on culturally specific strategies. Coordinate community outreach, education initiatives, and campus engagement activities.

- **Reporting and Evaluation:** Manage detailed reports documenting program outcomes and effectiveness. Evaluate the impact of funded initiatives to ensure alignment with the grant's goals and objectives. Maintain metrics and provide regular updates on progress.
- **Collaboration:** Facilitate partnerships with local organizations, law enforcement agencies, and social services to coordinate efforts and maximize resources. Strengthen collaboration across CAU's departments, including Residence Life, Athletics, and Student Affairs. Facilitate the Coordinated Community Response (CCR) team that integrates diverse perspectives and expertise into actionable programming. Ensure the CCR team functions efficiently to address the grant's objectives.
- **Compliance Assurance:** Maintain strict separation from Title IX roles or offices to avoid conflicts of interest and ensure the project meets OVW grant requirements.

Responsibilities

- **Innovative Leadership:** Serve as a forward-thinking thought partner, assisting the Chief of Police in implementing the grant's next phase and guiding the department's role in public safety.
- **Program Management:** Oversee the day-to-day operations of grant-funded programs, including organizing activities, events, and outreach initiatives.
- **Facilitation:** Develop and facilitate workshops, meetings, or conferences with high impact on program and/or participants. Coordinate logistics, scheduling and participant communications.
- **Material Preparation:** Develop curricula, presentation materials, and educational resources to support program objectives.
- **Data and Metrics Management:** Utilize tracking systems to monitor progress and measure the effectiveness of grant initiatives. Regularly report outcomes to internal and external stakeholders.
- **Collaboration Technology:** Under the Chief of Police' leadership, implement and optimize a CRM system to enhance collaboration efforts with campus and community partners.
- **Equity Advocacy:** Champion solutions to address inequities related to race, color, social, economic, and political circumstances. Commit to fostering systemic change in alignment with CAU's mission and values.
- **Training:** Attend Technical Training institutes and scheduled webinars and meeting with the assigned technical assistance provider, as needed.
- **Perform other related duties as assigned.**

Knowledge, Skills, and Abilities

To successfully perform this role, the candidate must operate at a high level, independently and accurately executing responsibilities. The following list represents the key attributes and competencies required for success but is not exhaustive:

- **Leadership Experience:** Demonstrated ability to lead in a complex, dynamic environment; experience within academic institutions.
- **Influence and Motivation:** Proven ability to inspire, motivate, and empower others to achieve goals beyond their expectations.
- **Customer Service Excellence:** Commitment to delivering exceptional service, consistently exceeding the expectations of clients, stakeholders, and colleagues.
- **Presentation and Facilitation:** Skilled in presenting to, facilitating discussions with, and leading small and large groups with diverse levels of expertise.
- **Organizational and Analytical Skills:** Strong planning, analytical, and organizational abilities; resourceful in finding and applying relevant information to achieve objectives.
- **Communication Proficiency:** Excellent verbal and written communication skills, with the ability to convey complex information effectively to various audiences.
- **Interpersonal Skills:** Ability to establish and maintain effective and harmonious working relationships with faculty, staff, students, sponsors, and external partners.
- **Multi-Tasking Ability:** Capable of managing multiple priorities efficiently and effectively under tight deadlines.
- **Collaboration Expertise:** Skilled in working collaboratively with diverse stakeholders, fostering inclusivity, and building consensus.

Additional Qualifications

- **Skills:** Strong organizational, communication, and analytical skills; ability to navigate and collaborate effectively within diverse and multi-stakeholder environments.
- **Preferred Qualifications:**
 - Demonstrated understanding of policing practices in the United States.

- Knowledge of college and university environments, particularly those at Historically Black Colleges and Universities (HBCUs).
- Insight into social justice and racial equity issues, with a commitment to advancing equitable and inclusive practices.

This position requires a leader who is adaptable, driven, and deeply committed to fostering a safe, equitable, and supportive campus environment in alignment with the goals of the OVW grant and CAU's mission.

Minimum Hiring Standards:

Education	Bachelor's degree from appropriately accredited institution(s) or equivalent combination of training and experience
Years of Experience	Minimum 3 - 5 years of documented professional experience directly related to the duties and responsibilities specified.
Years of Management/Supervisor Experience	

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer