



OVW Campus Program

Project Director Sample Job Description

Job Title

Project Director

Salary

Salary range is projected to be [insert starting salary range] and commensurate with experience.

About the Institution

[Insert description of campus context]

Position Summary

[EXAMPLE University] has been awarded a three-year grant from the U.S. Department of Justice Office on Violence Against Women (OVW) Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking on Campus Program. The purpose of the grant is to establish a comprehensive, coordinated, trauma-informed and culturally relevant program to prevent and respond to domestic violence, dating violence, sexual assault, and stalking on campus. [EXAMPLE University] is hiring a Project Director who will provide day-to-day management, oversight, and administration of this program. The Project Director will be responsible for coordinating the planning and implementation of program requirements, as well as support all grant-related activities. This is a [XX]% FTE ([XX] hours/week), 3-year, grant-funded position beginning [DATE] with the possibility of grant continuation and position renewal.

Essential Responsibilities

- Oversee daily operations and coordinate all grant activities related to administering the OVW Campus Program grant.
- Work closely with the Project Supervisor and other key stakeholders to develop, facilitate, and maintain the institution's Coordinated Community Response Team (CCRT).



- Work collaboratively with the CCRT and other key stakeholders to ensure the development and implementation of statutory and programmatic grant requirements and activities.
- Serve as a point of contact to maintain communication between the campus and the Department of Justice, Office on Violence Against Women.
- Ensure that project deliverables are completed on time and according to the statutory and program requirements of the grant program.
- Cultivate and sustain collaborative relationships with a wide array of stakeholders (staff, faculty, students, community members, and community partners) in order to accomplish project goals.
- Work with key stakeholders to assess the needs of students and the larger campus community, including historically marginalized and underserved communities, to gather information to inform project activities and implementation.
- Work with the CCRT to develop, implement, and monitor project-specific strategic plan.
- Develop and maintain communication and information-sharing processes to ensure that project partners are informed and have access to key program information and materials.
- Maintain detailed documentation of award documents and project deliverables.
- Collect and organize relevant institutional data to submit in bi-annual performance reports.
- Participate in required virtual and in-person training and technical assistance as required by the grant program, including New Grantee Orientation, Training and Technical Institutes, webinars, and calls with OVW Campus Technical Assistance Providers and OVW.
- Adhere to all relevant federal and state laws and confidentiality guidelines.
- Monitor and abide by all special conditions of the award.

*Technical Tip for Continuing Grantees: If you have specific projects or initiatives in your continuation award that will be a major focus for the Project Director, you might consider adding them into the job description. These are **sample** activities only. Your position description should reflect the scope of your position.*

Sample Position Responsibilities for Continuing Grantee or Project-Specific Activities:

- Plan, develop, and implement campus-wide, statewide, or regional conference on [TOPIC].



- Coordinate and lead the institutional [ENGAGING MEN] initiative.
- Plan, develop, and implement a campus-based victim advocacy program.
- Plan, implement and assess a peer education program.
- Plan, implement, and assess [special projects and services] to address specific student populations including historically marginalized and underserved communities.
- Collaborate with campus and community partners to develop campus and community response protocols, including streamlined referrals, consistent messaging and corresponding materials for survivor services.

*Technical Tip for Consortium Grantees: Tailor your position responsibilities to the consortia context. See **sample** position responsibilities below.*

Sample Position Responsibilities for Consortia:

- Collaborate with all consortium partners to ensure that all consortium partners are integrated into decision-making about major project activities.
- Meet regularly with consortium partners and ensure that communication between partners is clear, consistent, and ongoing.
- Coordinate with consortium partners to ensure that each campus is meeting the statutory and programmatic requirements of the award.

Travel

- Some travel is required for this position, including up to five required training and technical assistance institutes during the project award period.

*Technical Tip: Work with your Human Resources Department to determine minimum requirements for this position in accordance with institutional requirements and relevant law. These are **sample** qualifications only and not OVW requirements for the Project Director position.*

Required Qualifications

- Bachelor's degree in social work, human services, public health, criminal justice, or related field;



- 1-3 years of related experience including working with multidisciplinary teams, grants, or subject matter work related to domestic violence, dating violence, sexual assault and stalking;
- Demonstrated knowledge and understanding of domestic violence, dating violence, sexual assault, and stalking.

Preferred Qualifications

- Experience in project management and facilitation skills;
- Experience working with multidisciplinary teams;
- Strong knowledge of research and best practices as they relate to prevention and/or victim/survivor advocacy for domestic violence, dating violence, sexual assault and stalking specifically in a college setting;
- Grant management experience (including grant writing, reporting, and budgeting).

Legal & Required Notices

[Work with your Human Resources Department to abide by your institution's requirements and state law].

Application Instructions

Candidates can apply directly at the [EXAMPLE University] employment opportunities website: [\[insert website here\]](#). Candidates must submit a cover letter, resume, and three professional references.