

Job Announcement | D-SAACP Deputy Program Manager (Full-Time)

About Our Organization

The National Organization for Victim Advocacy (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

NOVA is committed to upholding excellence in the field of victim advocacy and crisis response by providing trauma-informed training, education and credentialing to all victim assistance and allied professionals. All NOVA training programs are created to promote a standard of knowledge among those interacting with survivors of trauma and to ensure each survivor receives a level of care and respect that empowers and promotes their wellbeing. This is accomplished through: providing trauma-informed, evidence-based, and accessible educational content; promoting and advocating for comprehensive and equitable practices in victim services, policies and programs; and creating high educational and ethical standards in the victim assistance field.

Position Description and Duties

The D-SAACP Deputy Program Manager for the National Organization for Victim Advocacy (NOVA) Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) with support from the project staff and the NOVA executive staff, will assist the D-SAACP Senior Program Manager in the ongoing development and execution of this congressionally mandated program to certify all Sexual Assault Prevention and Response Program Managers (SAPR PMs), Sexual Assault Response Coordinators (SARCs), and Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) in the U.S. Military; will ensure that all project requirements and deliverables are met; and will oversee the full implementation of project goals.

The D-SAACP Deputy Program Manager will assist with the D-SAACP Certification Review Committee made up of nationally-recognized Subject Matter Experts (SMEs), will prepare applicant files for committee review and analysis, track and secure applicant information, and participate in D-SAACP review committee meetings. The D-SAACP Deputy Program Manager will fulfil the duties of the D-SAACP Senior Program Manager during absences, including: preparing all weekly, monthly, quarterly and annual reports required for the project by the DoD and will represent the project in DoD meetings, D-SAACP review committees, NOVA meetings and at the NOVA Annual Training Conference. This position will report to NOVA's D-SAACP Senior Program Manager.

Key Responsibilities:

- Assist with leading NOVA's D-SAACP Program, including serving as NOVA's secondary spokesperson for the program; managing execution of all contract deliverables; coordinating with the DoD Sexual Assault Prevention and Response Office (SAPRO) on project goals; and developing and facilitating a comprehensive quality control plan.
- Provide trauma-informed training and supervision to NOVA staff assigned to the D-SAACP Program.
- Recruit and coordinate with nationally-recognized Subject Matter Experts (SMEs) in civilian and military advocacy to serve on the D-SAACP SME Review Board.
- Assist D-SAACP Senior Program Manager with preparing weekly, monthly, quarterly and annual reports for SAPRO tracking contract deliverables, D-SAACP application statuses and program participant feedback.
- Represent NOVA at meetings with SAPRO and military Service SAPR Program Managers, as requested, on all matters related to NOVA's administration of the D-SAACP Program.
- Manage and participate in communication with applicants regarding D-SAACP program information to include but not limited application status, required documents, certificate packets, etc.

- Prepare and organize all D-SAACP applications for review and approval by the D-SAACP Review Committee; ensure and verify timely recording and communication of decisions and justifications.
- Assist NOVA Executive Director and Contract IT Support to identify necessary secure system changes and/improvements to provide accurate and useful data collection, tracking and reporting of applications.
- Develop and facilitate training curricula on sexual assault prevention and response.
- Design a D-SAACP marketing and communications plan and track the implementation.
- Assist with NOVA programs and projects as needed, including answering NOVA's help desk, and other duties as assigned.

Skills and Qualifications:

- Bachelor's Degree or higher in social services or related field required.
- Minimum of two (2) years of experience with program management, supervision, training and program evaluation.
- Minimum of three (3) years of professional experience in victim assistance, with emphasis on sexual assault and/or domestic violence. Knowledge of dynamics of sexual assault and best practices in victim assistance.
- Knowledge of relevant DoD policies, regulations and victim assistance credentialing standards. Experience with the U.S. Military SAPR Program strongly preferred.
- Excellent writing, public speaking and leadership skills.
- Team player with the ability to work independently.
- Knowledge and passion for NOVA's mission and victims' rights.
- Flexibility, creativity and initiative to work both independently and as part of a team.
- The successful candidate must be detail-oriented and possess excellent organizational skills.

Position Details:

- **Location:** Alexandria, VA (In-Person)
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience, with a set range of \$70,000-\$75,000.
- **Employee Benefits** include the following competitive package:
 - 90% of an employee and their dependents' medical, vision and dental coverage
 - Paid time off (10 vacation days, 10 wellness days for new employees) and 12 paid federal holidays
 - 401K plan with a 4% match and 2% employer contribution
 - Paid Parental Leave and Family Leave
 - Employee Sabbatical Program

Application Details:

- To apply please email cover letter and resume to resume@trynova.org and add "**D-SAACP Deputy Program Manager**" to the subject line.
- Position will remain open until filled. No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- NOVA is dedicated to offering a programmatic, attitudinal, and physical environment that enables all populations to freely access our facility and its services. NOVA is committed to providing a welcoming and safe environment.