

Military Coordinated Community Response Program Manager

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 excellence in victim advocacy and crisis response. We provide trauma-informed training, education, and credentialing to victim assistance and allied professionals, so that every survivor is met with knowledge, care, and respect that supports their wellbeing. We do this by offering trauma-informed, evidence-based, and accessible educational content; promoting inclusive and culturally responsive practices, policies, and programs so every survivor receives respectful, equitable care; and upholding high educational and ethical standards across the victim assistance field.

Position Description and Duties

NOVA seeks a mission-focused, highly organized, and creative Military Coordinated Community Response (CCR) Program Manager who will manage NOVA's [Advocating for Military-Connected Survivors Program](#). The Military CCR Program Manager reports to NOVA's Associate Director of Military CCR.

Key responsibilities:

- **Grant management:** Manage day-to-day implementation of the OVW Military Advocating for Military-Connected Survivors grant. This includes maintaining the workplan and timeline, tracking deliverables against the workplan, and ensuring activities comply with grant conditions.
- **Training and technical assistance (TTA):** Respond to TTA requests and design and deliver training for victim advocates and civilian criminal justice professionals to promote military-civilian coordinated community response (CCR) approaches to support military-connected survivors of domestic violence, dating violence, sexual assault, and stalking (DVSAS).
- **Written resources:** Develop toolkits, tip sheets, videos, and other practical resources grounded in current research, adult learning principles, and accessibility standards.
- **Reporting:** Maintain project documentation, collect performance data, and prepare required progress reports for review and submission by the Associate Director.
- **SME Coordination:** Recruit, onboard, and coordinate subject matter expert (SME) faculty and consultants. This includes identifying scopes of work, scheduling, travel when applicable, and honoraria.

- **Partnerships:** Serve as the day-to-day point of contact with partner organizations and subrecipients on program activities, and with OVW grantees and prospective grantees requesting TTA.
- **Assessment:** Implement the project's evaluation plan by gathering participant feedback and outcome data, analyzing results, and recommending improvements to training, technical assistance, and deliverables.
- **Translating Research into Practice:** Track emerging research and promising practices in military advocacy and coordinated community response, and translate them into the program's training, technical assistance, and resources so content stays current, survivor-centered, trauma-informed, and culturally relevant for supporting military-connected DVSA survivors.
- **Organizational contribution:** Participate in ongoing professional development provided by NOVA. Contribute to NOVA's mission beyond your program by serving on the member helpdesk on-call roster during business hours, and supporting organization-wide training and initiatives as time allows.

Skills and Qualifications:

Required:

- 3-5 years of paid or volunteer experience in victim services, including work with military-connected survivors or on military-civilian coordinated community response teams;
- Working knowledge of military systems and culture, such as Family Advocacy Program, Sexual Assault Prevention and Response, and command structure;
- Bachelor's degree in social work, psychology, education or related field, or equivalent experience;
- Experience designing and delivering training for adult learners, both in person and virtually;
- Ability to collect, analyze, and report on program data and participant feedback;
- Excellent writing skills, with the ability to create clear, practical resources for a range of audiences;
- Strong organizational and project management skills, with the ability to manage multiple deadlines independently;
- Ability to work effectively and respectfully with diverse constituents, partners and subject matter experts;
- Commitment to NOVA's mission and to survivor-centered, trauma-informed, and culturally responsive practice.

Preferred:



- Experience managing grant-funded projects, including tracking deliverables, timelines, and compliance requirements;
- Experience providing training and technical assistance at a national level, especially to OVW grantees;
- Master's degree in social work, psychology, education or related field, or equivalent experience

Position Details:

- Reports to: Associate Director of Military CCR
- Supervises: No direct reports; directs the work of consultants and SME faculty
- Location: Remote, within United States and territories
- 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.
- This is a full time, grant funded position with funding currently secured through September 30, 2028. Continued employment beyond that date is contingent on the availability of grant funding.
- Travel: Approximately 10% travel for onsite trainings, national conferences, and meetings.
- Comprehensive and competitive benefits package designed to support the health, well-being, and financial security of our employees and their families. Our benefits include:
 - 90% employer-paid medical, vision, and dental insurance for employees and 80% coverage of employees' spouses and children/family costs
 - Generous paid vacation and sick leave, plus 12 paid federal holidays each year
 - 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 your cover letter and resume to resume@trynova.org and add "**Military CCR Program Manager**" to the subject line.
- The 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 an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran or military status, or any other protected characteristic. We encourage applications from people of all backgrounds, including those with lived experience. If you need an accommodation during the application process, please contact us at resume@trynova.org.