



## DIRECTOR OF PREVENTION AND OUTREACH

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<b>Job Title:</b>	Director of Prevention and Outreach
<b>Location:</b>	Newport Office Hybrid
<b>Employment Classification:</b>	Exempt
<b>Schedule:</b>	Monday - Thursday
<b>Hourly Rate or Salary:</b>	\$63,000-\$67,000

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### Working at the Women's Resource Center

The WRC is a great place to work! We are a diverse, dedicated team working to end domestic violence through high-quality, trauma-informed care. Our work is made possible by exceptional staff, whom we support with competitive benefits, flexible hybrid schedules, and a family-friendly environment. We invest in employee growth, leadership, and self-care, with every team member contributing to our shared, innovative vision for the future.

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### Benefits

Health and dental insurance (employer pays 75% of individual), supplemental insurance, paid holiday, vacation, sick, and personal time, retirement plan with employer match, employee assistance program, employee wellness program, 4-day workweek, hybrid work model, family-friendly environment.

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### About Women's Resource Center

The Women's Resource Center empowers survivors by providing trauma-informed services with equity and compassion while working collaboratively with the community to eliminate the root causes of interpersonal abuse. We envision an informed, supportive, and thriving community free from oppression and abuse, with a shared commitment to the safety of all. The Women's Resource Center is committed to:

- Providing comprehensive quality services in a warm, supportive, and inclusive environment, with respect for the dignity of our clients and their families.
  - Promoting the safety and well-being of all members of our community by being actively involved in addressing root causes.
  - Building awareness of interpersonal abuse and shifting community norms through advocacy and education.
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- Innovating and improving our programs, services, and operations with an emphasis on trauma-informed practices.
- Working collaboratively and openly with our board of directors, staff, funders, other agencies, and the community.
- Recruiting and maintaining a diverse and representative staff and board of directors that are deeply engaged and highly committed to our mission.
- Investing in our staff, our greatest asset, and offering a safe, supportive, and stimulating work environment with fair compensation.
- Developing and maintaining a sustainable financial infrastructure that ensures the capacity and strength necessary to serve the community.

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## Our Values

**EQUITY AND JUSTICE:** We believe ending interpersonal abuse requires addressing the underlying systems and inequities that contribute to oppression, as these systems are a root cause of domestic violence and must be eliminated to create thriving communities.

**DIGNITY, EMPATHY, AND COMPASSION:** We provide trauma-informed services with dignity, empathy, and compassion for our clients and community.

**AUTHENTICITY AND INTEGRITY:** We serve with authenticity, fulfilling our duties in an ethical, transparent, and accountable manner.

**INNOVATION:** We are committed to providing innovative and transformative services addressing the needs of the whole person.

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## Job Summary

The Director of Prevention and Outreach provides strategic leadership and operational oversight for the agency's prevention, outreach, volunteer engagement, and time-limited special projects. This role leads a multidisciplinary team responsible for primary and secondary prevention initiatives, community outreach and education, volunteer management, and the successful implementation of one-time or non-recurring grant-funded projects that are not part of ongoing operations.

The Director serves as an internal and external champion for innovative, trauma-informed, and equity-centered approaches to preventing domestic violence, increasing community awareness, and reaching populations disproportionately impacted by domestic violence. As a senior leader, this role contributes to organizational strategy, represents the agency in the community, and ensures strong alignment between prevention, outreach, and the agency's mission, values, and strategic priorities.

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## Essential Job Functions

### Leadership and Team Development

- Provides vision, strategic direction, and day-to-day leadership Prevention and Outreach portfolio.
- Hires, trains, supervises, and evaluates prevention, outreach, and volunteer staff; sets clear expectations, manages workload distribution, and addresses performance issues as needed.
- Develops leadership capacity within the team through coaching, mentoring, training, and opportunities for growth.
- Fosters a supportive, accountable, and collaborative work environment grounded in agency values, Health Equity Zone (HEZ) principles, and a commitment to continuous learning.
- Inspires a shared, organization-wide vision for prevention and community engagement.

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### Prevention Programs and Strategy

- Leads the strategic growth and impact of prevention initiatives by developing and implementing action plans in collaboration with staff, residents, and community stakeholders.
- Ensures prevention programs reflect current research, best practices, and emerging trends in the primary and secondary prevention of intimate partner violence.
- Oversees program evaluation efforts, using data and community feedback to assess quality, effectiveness, and opportunities for improvement.
- Builds meaningful relationships with HEZ residents and community members, centering resident voice and leadership in program design and decision-making.

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### Outreach and Community Engagement

- Provides strategic oversight of agency outreach efforts, including general awareness raising activities and targeted outreach to populations disproportionately impacted by domestic violence.
- Supports outreach efforts for special projects, including one-time or time-limited grant-funded initiatives that fall outside of ongoing operations.
- Collaborates with schools, healthcare providers, community centers, faith-based organizations, and local agencies to deliver trainings, workshops, and informational sessions.
- Increases the organization's visibility and presence through participation in community events, coalitions, and public education opportunities.
- Ensures all outreach and education activities are trauma-informed, culturally responsive, linguistically appropriate, and accessible.
- Promotes awareness of agency programs and services, ensuring community members know how to access support and resources.

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### Volunteer Management

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- Provides leadership and oversight for volunteer engagement strategies, ensuring volunteers are meaningfully integrated into prevention and outreach efforts.
- Oversees volunteer recruitment, onboarding, training, supervision, and recognition in alignment with agency policies and community needs.
- Works with staff to identify appropriate volunteer roles that enhance capacity while maintaining safety, confidentiality, and quality of services.

#### **Grant Management**

- Identifies funding opportunities aligned with prevention, outreach, and innovation goals.
- Leads or supports the development of grant proposals in collaboration with internal and external partners.
- Oversees implementation of all prevention grants and outreach efforts, ensuring compliance with contract requirements, budgets, reporting, and timelines.
- Develops and manages contracts and memoranda of understanding with community partners as needed.

#### **Budgeting, Operations and Partnerships**

- Oversees departmental and project budgets, ensuring responsible fiscal management and alignment with program goals.
- Ensures efficient and effective day-to-day operations across prevention, outreach and volunteer functions.
- Cultivates and maintains strong relationships with funders, the Rhode Island Coalition Against Domestic Violence (RICADV), community-based organizations, and other key partners.
- Represents the agency at local, state, and national meetings, conferences, and events, including engagement with community leaders and policymakers.
- Plans and facilitates inclusive, effective meetings with partners and collaborators.

#### **Other Duties**

- Performs additional duties assigned by senior leadership.
- Embodies and advances the agency's commitment to empowerment, whole person care, equity, and survivor-centered practice.
- Acts as a resource for staff, partners, and community members by providing technical assistance and subject matter expertise.
- Facilitates management and staff meetings as needed.
- Supports healthy internal working relationships and assists with conflict resolution when appropriate.
- Attends and actively participates in agency meetings, including department and supervision meetings.
- Ensures all staff and programs adhere to agency policies, including strict confidentiality standards and the code of ethics.

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#### **Qualifications, Experience, and Education**

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- Bachelor's degree in public health, Community Development, Social Work, or related field; master's degree preferred.
- Minimum of 8 years of significant, related nonprofit experience, including at least 3 years in a supervisory or management role.
- Demonstrated commitment to social justice and a strong understanding of the systemic and intersecting nature of oppression, including gender, race, sexuality, class, and ability.
- Experience leading prevention, outreach, community engagement, or public education initiatives.
- Experience with grant development, grant management, and managing time-limited or special projects.
- Demonstrated ability to develop and implement work plans, manage multiple priorities, and meet deadlines.
- Knowledge of the Newport community and/or similar communities.
- Strong writing, communication, and facilitation skills.
- Proficiency with standard computer applications, internet-based tools, and social media platforms.

### **Core Competencies**

- Ability to lead collaboratively, share credit, and elevate the leadership of others.
- Comfort working in ambiguity and adapting to changing community needs and funding landscapes.
- Ability to innovate, take calculated risks, and learn from failure.
- Strong organizational, planning, and time management skills.
- Ability to navigate difficult conversations with compassion and assume positive intent.
- Ability to cocreate across all levels of the organization and with diverse partners.
- Ability to motivate and support community self-determination while maintaining systems of accountability.
- Ability to work effectively as part of a diverse team inclusive of varying experiences of race, sexuality, gender identity, age, and ability.

**Don't check off every requirement? Please apply anyway!** Studies show that underrepresented groups – such as women, members of the LGBTQ+ community, and people of color often hesitate to apply unless they meet every single qualification. We are committed to creating an inclusive, diverse, equitable and accessible workplace that fosters a sense of belonging. If you're excited about a role but don't meet every requirement, we still encourage you to apply — you might be exactly who we're looking for.

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### **How To Apply**

Please send a cover letter and resume to [careers@wrcnbc.org](mailto:careers@wrcnbc.org)

*The Women's Resource Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee or applicant in employment of conditions or opportunities for employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin.*