

**Project Director/Senior Policy Associate: Violence Against Women Act Measuring Effectiveness Initiative (VAWA MEI)****Muskie School, Catherine E. Cutler Institute****Full-time, soft money-funded, Portland, Maine**

Due to employee resignation, the University of Southern Maine (USM) is seeking applicants for the position of Project Director/Senior Policy Associate (PD/SPA) in the Cutler Institute for Health and Social Policy. The primary purpose of this grant-funded position is to manage and develop the VAWA Measuring Effectiveness Initiative (VAWA MEI) Project and to serve in a collaborative leadership role for the Justice Policy Program area for the Cutler Institute. The PD/SPA is the Project Director of VAWA MEI and has primary responsibility for the administrative and program management of the VAWA MEI, including budget planning and management of the VAWA MEI grants, VAWA MEI performance management processes, and the development, implementation, monitoring and evaluation of management systems and operational procedures. The PD/SPA is the primary VAWA MEI liaison with Finance, Human Resources and other administrative departments of Muskie, Cutler and USM regarding administrative matters. Major responsibilities include planning, design, and implementation of VAWA MEI; and supervision of project administrative support staff, data management staff, and project senior associate staff. In addition to knowledge of violence against women issues, this position requires expertise in management, professional development systems, organizational improvement, and shared decision-making on a variety of levels. An understanding and/or experience of working with databases and data management would be of great advantage.

**Qualifications:****Required:**

- Bachelor Degree and a minimum of 7 years of experience or a Master's degree and 5 years of experience in organizational management and in grants administration.

**License/Certifications:**

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

**Preferred:**

- Demonstrated leadership and management skills, including experience in personnel management.
- Knowledge of violence against women issues.
- Understanding and/or experience of working with databases and data management.

Apply online at: <https://usm.hiretouch.com/view-all-jobs>. You will need to create an applicant profile, complete an application (which includes contact information for three professional references), and upload a cover letter and a resume/curriculum vitae which fully describes your qualifications and experiences with specific reference to the required and preferred qualifications. You will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form.

Review of applications will begin immediately. To ensure full consideration, materials should be submitted by March 9, 2015. Materials received on or after that date will be considered at the discretion of the university. We are not able to consider applicants who require Visa sponsorship support.

USM is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.