



Freedom Network USA

Freedom Network Training Institute Director

Application Deadline: December 1, 2017 or until position is filled (applications will be considered on a rolling basis)

Location: Arlington VA (Washington DC area)

Mission: The Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity.

Position Summary: The Freedom Network Training Institute (FNTI) Director is primarily responsible for coordinating and implementing the Housing Training and Technical Assistance Project of FNTI. The FNTI Director works with FNUSA's Executive Director to develop and deliver high quality training and technical assistance to human trafficking programs on access to housing for human trafficking survivors. The FNTI Director will supervise the FNTI Coordinator and report to the Executive Director.

Essential Job Functions:

Project Development

- Oversee implementation of FNTI's Housing Training and Technical Assistance Project, a new project funded by the DOJ's Office for Victims of Crime (OVC).
- Prepare and submit reports to OVC within deadlines.
- Ensure quality and timeliness of sub-grantees' and consultants.
- Identify additional funding for expansion of the Project.
- Oversee development of FNUSA website to support the Project.

Financial Oversight

- Ensure sub-grantee monitoring complies with federal requirements, in collaboration with the FNUSA Executive Director.
- Manage Project budget to ensure project remains within budget and complies with federal grant management standards.
- Ensure sub-grantee and consultant invoices are processed in a timely manner, in collaboration with FNUSA's Bookkeeper.

Training and Technical Assistance Provision

- Develop training materials and provide technical assistance within candidate's areas of expertise.
- Develop and oversee delivery of training curricula in collaboration with sub-grantees and consultants.
- Review and approve training materials identified and developed for the Project.
- Ensure training materials and resources are available on FNUSA's website.
- Respond to requests for training from members and the public.

Supervision and Support

- Provide direct supervision to FNTI Coordinator.
- Provide FNTI Coordinator with appropriate professional development opportunities.

Required Experience and Skills

- At least 5 years of experience in housing services, human trafficking survivor service provision, and/or providing training and technical assistance to crime victim service providers.
- At least 3 years of supervisory experience.
- At least 3 years of grant management experience, preferably with federal grants.
- A commitment to human rights and survivor empowerment.
- A sense of humor and collaborative spirit.

Compensation and Benefits

Position salary range is \$55,000 to \$65,000, depending on experience, with benefits including medical, dental, vision, and retirement plan.

How to Apply

Email your resume and coverletter to info@freedomnetworkusa.org with *FNTI Director* in the Subject line.

Freedom Network USA is an equal opportunity employer.

FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, or the presence of any sensory, mental or physical disability in employment.