Senior Housing Project Manager

Application Deadline: January 2, 2024
Job Classification: Full Time, Exempt
Location: Remote. Candidates must be located in DC, IL, IN, KY, MD, MI, NY, TX, UT, or VA.

About Us: 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. FNUSA mobilizes its collective strength to build a transformative approach to human trafficking that is grounded in anti-racism and anti-oppression. We are a growing team of passionate advocates, providing training and technical assistance, advocating for legal and policy changes, and working to build a better anti-trafficking field. FNUSA has a work atmosphere where everyone’s opinions and ideas are valued. We are committed to a healthy work-life balance and offer everyone opportunities to learn, experiment, and grow.

FNUSA is a values-based organization. FNUSA supports the full decriminalization of sex work, comprehensive immigration reform, and full access to reproductive health options including abortion for all as key components of human trafficking prevention. Learn more and meet our team at https://freedomnetworkusa.org/about-us/.

Position Summary:
The Housing Training and Technical Assistance Project (Housing TTA Project) is funded by the United States Department of Justice Office for Victims of Crime (OVC) to increase access to safe housing for survivors of human trafficking. The Senior Project Manager will be responsible for the development, implementation, and evaluation of this multi-year federally funded TTA project. This includes the day to day oversight of the project team, grant deliverables, and grant reporting. This position reports to the Senior Director of Training.

Essential Job Functions:
Project Management and Reporting
● Serve as the point of contact for the project funder, OVC. This includes monthly meetings with grant manager, submitting all external project communications and publications for timely approval, and submitting semi-annual and final progress reports.
● Lead strategic development and ensure successful completion of project deliverables, including webinars, policy and procedure reviews of OVC Housing grantees, onsite technical assistance, Peer Learning Communities, among others.
● Provide budgetary oversight of the project, in collaboration with FNUSA’s Finance Manager, to ensure compliance with federal requirements.
● Manage Housing TTA Project consultants and vendors.

Development and Delivery of TTA
● Provide training and technical assistance in the candidate’s area(s) of expertise.
● Guide development of equitable and trauma-informed TTA materials, resources, and events that meet or exceed grant requirements.

Staff Supervision and Support
● Supervise and support project staff, including an Associate Manager, 2 Housing Specialists, and a Project Coordinator.
● Ensure all team members receive the professional development and training they need to excel in their positions.
● Conduct regular performance reviews and ongoing one-on-one and team meetings to support learning,
growth, and success.

Organizational Leadership
- Foster relationships with funders, partners, and stakeholders.
- Actively participate, inform, and support the implementation of organizational strategy, goals, practices and policies.
- Support the implementation of race equity practices within FNUSA.
- Provide quarterly program updates to FNUSA’s Board of Directors and participate in Board meetings as needed.

Required Experience and Skills:
- At least 3 years of experience in project management.
- At least 3 years of demonstrated experience in human trafficking, housing and homelessness, domestic violence, refugee resettlement, sexual assault, or other related fields.
- At least 2 years of experience with staff supervision.
- Excellent knowledge of Microsoft Office (including Excel, Word, and PowerPoint), Adobe Acrobat Pro, and Zoom.
- Comfortable working in a dynamic, growing environment.
- Personal and professional commitment to anti-racism, human rights, and survivor empowerment.

Don’t meet the exact qualifications? We still encourage you to apply. Research tells us that minoritized communities opt out of applying for jobs they are qualified for because they don’t meet the exact requirements. FNUSA is dedicated to creating a diverse and inclusive workplace.

Lived Experience: Survivors of trafficking are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by FNUSA for this position. While we prioritize hiring applicants with lived experience, you will be assessed based on your skills and wisdom. We are not hiring you for your story.

You will thrive in the role if you are:
- Able to independently initiate project and initiative ideas; managing projects and initiatives through to completion.
- A proactive, self-starter able to work independently.
- Highly creative in generating new ideas and creating novel solutions.
- Detail-oriented, with the ability to keep track of many small moving parts across a project.
- Highly flexible and able to gracefully adapt to new changes.
- Comfortable taking the lead on projects and determining priorities in order to meet deadlines.

Work Environment: FNUSA has become a fully remote organization. Employees can choose to work from home or to have FNUSA provide a co-working office space near them.

COVID-19 Vaccine Requirement: Employees will be required to be vaccinated against COVID-19 in order to attend in-person meetings and events. Accommodations will be granted only where they do not cause undue hardship to the organization.

Essential Physical Requirements:
- The position requires the ability to work on a computer for all or part of the workday. The person in this position must be able to communicate via phone, video, and email.
- This position requires working set, core hours, Monday through Friday.
- This position requires travel at least once or twice per year via airplane, car, or train, depending on COVID safety guidelines.
- The position requires the ability to attend events that may encompass all or part of the workday.
Compensation: The salary range is $75,000 to $80,000 depending on experience. Benefits include 100% employer-covered medical, dental, and vision health insurance for employees; a SIMPLE IRA retirement plan with a 3% employer match; monthly utility stipend and one-time furniture stipend for remote employees; 120 hours of annual leave and 100 hours of wellness leave (pro-rated for the first year); 11 holidays and a week-long Winter Break at the end of the year.

The final salary offer will be contingent upon an organizational compensation analysis and equity review. In order to counter pay inequality and uphold internal parity, compensation is non-negotiable for all employees. To learn more about our compensation policy and view our compensation chart, please click here.

How To Apply: Please send a resume and answers to the following questions to info@freedomnetworkusa.org with “Senior Housing Project Manager” in the subject line by January 2, 2024. Please keep your answers to 1 paragraph for each question and do not exceed one page in total.

1. Which housing practices in anti-trafficking programs do you believe to be harmful and what would you propose as an alternative approach?
2. How do you approach providing constructive feedback to team members that you supervise?
3. Describe your experience with grants, specifically Department of Justice grants.

Interview Process (estimated timeline):
1. We will begin inviting select candidates to a screening phone/video interview from January 8-12. The meeting will be with Karen Romero, Sr Director of Training.
2. Top candidates will move forward to a 1-hour interview with the Sr Director of Training, Karen Romero, and the Executive Director, Jean Bruggeman, as well as a Housing TTA Project staff member.
3. References will be requested only for top candidates.
4. Estimated start date is February 20, 2024.

Please do not contact us to ask for the status of your application. We will provide all applicants with a final decision.

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, housing status, or the presence of any sensory, mental or physical disability in employment. We will provide reasonable accommodation to individuals with disabilities so they can participate in the job application or interview process, perform essential job functions, and receive other benefits and privileges of employment. Please contact us to request an accommodation.