

## Membership and Outreach Manager

Reports to: Operations Director

Status: Full Time Exempt

**Compensation includes:** Salary \$55,000, comprehensive medical and dental insurance coverage for employee and minor children, flexible work schedule, vacation and sick leave, opportunities for learning.



**VIOLENCE FREE**  
MINNESOTA

Violence Free Minnesota is seeking someone who is enthusiastic about stepping into a dynamic team. The successful candidate will keep our organizational values at the core of their work engaging in trauma-informed, culturally responsive ways that center accessibility, equity, and justice. The individual will ground their work in the experiences of survivors, and through a framework that recognizes the intersection of domestic violence and oppression based on identity and access to power. All staff are expected to participate in our internal work on racial equity and vision work.

### Mission of Violence Free Minnesota

To represent victim/survivors of relationship abuse and member programs; challenge systems and institutions; promote social change; and support, educate, and connect member programs.

[www.violencefreeminnesota.org](http://www.violencefreeminnesota.org)

### Position Description

This position is responsible for carrying out tasks in three primary areas: membership engagement, technical assistance and maintaining data base/organizational documentation. This position plays a critical role in the smooth operations of the organization and touches all areas of VFMN. Guided by VFMN's mission and vision plan, this position leads and develops partnerships with member programs, systems personnel and other collaborative partners to enhance VFMN's coalition work. VFMN's member programs consist of agencies that provide direct services and advocacy to victim survivors of relationship abuse, as well as organizations that to broader social justice work in Minnesota. The Membership & Outreach Manager is responsible for building, sustaining and growing relationships with VFMN's membership, and is also responsible for conducting outreach to increase membership and to develop strong alliances with other groups and organizations.

We are seeking someone who is excited about stepping into a dynamic team at a moment of change and transition. In keeping with our organizational core values, the successful candidate will engage their work in healing-centered, culturally responsive ways that center accessibility, equity, and inclusion. Like all coalition staff, the position will work to center the experiences of survivors and to identify ways that relationship abuse intersects with experiences of oppression based on identity and access to power. All Violence Free Minnesota staff are expected to participate in our internal work on diversity, equity, and inclusion and in our vision work.

### Primary Duties and Responsibilities:

1. Work cooperatively with VFMN staff and members to carry out the mission and vision of the coalition.
2. Build, maintain, and grow relationships with VFMN's membership; conduct outreach to increase membership and to develop strong alliances with other groups and organizations.
3. Assist in scheduling, organizing and facilitation of quarterly regional meetings including trainings, online support and meetings, and other annual Coalition events (Annual Meeting, Homicide Report Release and Memorial Event, etc). Provide on-site/virtual technical assistance to VFMN member programs.



### Primary Duties and Responsibilities (continued)

4. Provide outreach to communities doing grassroots work to increase visibility and engage with the coalition and member programs.
5. Provide information and resources to VFMN members and others upon request.
6. Assist with quarterly and semi-annual grant reports.
7. Providing member programs increased technical assistance around physical and mental health needs pertaining to COVID-19 testing, vaccines, mobile health units, etc. - to be determined through a needs assessment of membership that this position will lead.
8. Regular communication with state and tribal coalitions to present a coordinated statewide strategy on COVID-19.
9. Working with VFMN staff, assist in leading public awareness events as they relate to policy work specifically around the annual Action Day, Annual Meeting, and Homicide Report and Memorial events.
10. Work closely with VFMN's policy manager to update on membership issues and trends across the state.
11. Conduct all duties with a racial equity lens.
12. Respond to other duties as assigned by Executive and Operations Directors

### Desired Qualifications and Experience:

- Experience and commitment to social and racial justice issues and ending relationship abuse
- Experience with program development including developing and accessing resources to support project and other work.
- Experience in community organizing, training, and community outreach.
- High level of understanding of domestic and sexual violence, stalking, and the ways these intersect with issues of identity and oppression.
- Prior direct service or advocacy work with survivors of relationship abuse.
- Commitment to reducing domestic violence and other forms of oppression.
- Excellent negotiation and relationship-building skills, collaboration and coalition building skills, leadership experience and skills, and analytical, critical thinking and problem-solving skills.
- Demonstration of excellent written and verbal communication skills.
- Strong public speaking skills.
- Must be self-directed, have strong organizing skills with the ability to handle multiple tasks in a calm and efficient manner.
- Must be able to manage data and communications in ways that comply with funding and confidentiality guidelines.

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### Desired Qualifications and Experience (Continued):

- Familiarity with applications such as: Microsoft 365, Zoom, Microsoft Teams.
- Survivors of relationship abuse, persons of color, Native and LGBTQ persons strongly encouraged to apply. EOE/AA.
- Experience in community organizing, training, and community outreach.

### Additional Requirements:

- Occasional evening and weekend work required.
- Ability to travel statewide, and occasionally nationally.

### To Apply:

Submit the following:

1. A cover letter summarizing your interest in and relevant experience for this position;
2. Your resume;
3. Name and contact information for three professional references.

Applications will only be accepted by email.

Send to: [admin@vfmn.org](mailto:admin@vfmn.org)

Application review begins immediately and will stay open until position is filled.