



**Position:** Project Manager, ISAAC

**Department:** Grants

**Reports to:** Forensic Nursing Director

**Supervises:** LMS/Website Coordinator

**Classification:** Full-time, Exempt

**Compensation:** The annual salary for this role is \$87,000 and includes a strong benefits package (health, dental, vision, retirement match, internet reimbursement, professional development budget, flexible working schedule and generous time off). IAFN is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, IAFN as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer and it will be the same regardless of the candidate.

**Location:** Remote (must be located with the in United States)

**Ideal start date:** no later than December 4, 2023

### **Deadline to Apply and Application Instructions**

**All applications are due by Monday, October 10 no later than 8 a.m. Eastern.** Applicants who submit after the deadline will not be considered. Candidates interested in this position are required to submit a resume, cover letter, and writing sample, which will be captured through the submission of the questionnaire form linked below. The cover letter should be no more than 400 words and should address the following prompts: 1) Please briefly describe your general approach to managing projects, including a project management “superpower”; 2) Please describe your experience working with American Indian and/or Alaska Native communities; 3) What do you see as one critical issue affecting the systems response to sexual violence in Indian country and why. Please review [the questionnaire](#) in advance of the submission deadline to ensure that you are prepared to respond to all of the prompts. Due to the high volume of applicants, candidates will only be contacted if they are selected to advance in the hiring process. If you have any questions about the application process, please contact [HR@forensicnurses.org](mailto:HR@forensicnurses.org).

## **Position Overview**

The Project Manager (PM) is responsible for overseeing grant program implementation for IAFN's Indigenous Sexual Abuse and Assault Clearinghouse (ISAAC) Project funded by the United States Department of Justice Office on Violence Against Women. Working in close collaboration with IAFN's Forensic Nursing staff, the project manager is responsible for ensuring completion of grant deliverables, compliance with funder requirements, facilitating communication between all grant project partners and stakeholders, and assisting with monitoring, evaluation and learning tasks. The PM will be the primary point of contact for six primary partners and all other stakeholders who will contribute to the project. In addition, the PM will lead and include relevant colleagues in an iterative process of data-driven, outcomes-based planning, problem solving, and decision-making. Further, they will synthesize project information and reports, findings and conclusions in a clear, timely and appropriate manner to stakeholders and team members.

The ideal candidate is a skilled project manager who has knowledge of gender-based violence, multidisciplinary, community-based responses to violence and managing federal grants. We are specifically seeking someone with deep expertise working with American Indian and/or Alaska Native communities. If you are seen as the go-to person for organization, systems creation, and keeping the trains running on time, this could be the role for you. In addition, the PM should have a constant eye to "what if" scenarios and be highly adaptable to evolving needs, thinking three — or 30 — steps ahead. We are looking for someone who is confident in their ability to "manage up" as well as influence and lead others who don't directly report to them. Communication is critical for this position. To be successful in this role, the candidate must be able build relationships within and between internal and external stakeholders and model inclusive behavior. The PM must be adept at navigating and leveraging relationships with colleagues to accurately represent and respond to diverse perspectives.

## **About IAFN**

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 25 countries who provide specialized healthcare for patients impacted by violence and trauma. The Association establishes the standards of practice for forensic nursing; defines and advances the global research agenda to enhance forensic nursing's evidence-based response; develops, promotes, and disseminates information about forensic nursing science; and serves as a global network for forensic nurses to exchange ideas, serve as mentors, and enhance their practice. Additionally, the Association offers board certification for sexual assault nurse examiners who care for Adult/Adolescent (SANE-A®) and Pediatric/Adolescent (SANE-P®) patients. For more information, visit [www.forensicnurses.org](http://www.forensicnurses.org)

IAFN believes in paying its employees a wage that is competitive and equitable. We recognize that our reputation and brand as a global leader in forensic nursing is a direct result of our incredibly talented staff. As such, we seek to demonstrate how much we value our team through a compensation model that recognizes the level of responsibility, effort and expertise that each role demands. While IAFN recognizes the value of education and certifications and requires specific licensure and credentials for certain roles, we also highly value the unique expertise developed through lived and professional experience outside of formal educational settings. We seek to build a team that reflects the same diverse makeup of our membership and the patient populations who our members serve. We also acknowledge the long-term and ongoing impacts of the systemic, institutional oppression of women, people living with disabilities and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other historically

marginalized communities. Therefore, wherever possible, IAFN does not require specific education or other similar credentials to be considered for a position. IAFN does not accept higher education, which has barriers to access for many communities, in lieu of relevant experience. Rather, IAFN prioritizes skills and experience and to avoid replicating systems that reinforce inequities. Further, we are committed to supporting our employees' professional growth through mentorship and professional development opportunities. IAFN aims to provide clear pathways for advancement through transparent communication about the responsibilities and expectations associated with each employment grade, including the required competencies and professional experience to advance to that role.

IAFN fosters a culture inspired by the results-only work environment model, or ROWE. ROWE is a work culture that prioritizes outcomes over time spent on tasks. At IAFN, employees are generally given the freedom to work with a high level of flexibility in terms of schedule and location, as long as they fulfill their responsibilities, goals and objectives.

## **Primary Responsibilities**

### **Grant Administration (30%)**

- Serve as a point of contact for IAFN's OVW Grants Officer on the ISAAC grant
- Understand and ensure that IAFN complies with all special conditions listed in Grant Award Documents
- Submit all semi-annual progress reports required under grants funding any portion of the position
- Complete the DOJ Financial Managements Grants Training within six months of hire and/or as required and complete all other trainings required by our federal funder
- Support the Department Director and IAFN finance staff in monitoring grant spending and providing relevant updates on the grant budget
- Maintain all required grant documentation

### **Project Management (30%)**

- Develop a detailed project timeline reflective of all grant deliverables for IAFN and its partners
- Monitor project implementation, including identifying, responding to and proposing solutions to keep the project on track
- Communicate relevant project updates, challenges, and success to the appropriate stakeholders
- Gather output and impact data related to the grant to ensure compliance with monitoring, evaluation and learning targets
- Facilitate the development of and share project-related materials through the appropriate platforms
- Coordinate IAFN team members, including the ISAAC Forensic Nurse Specialist and the LMS and Website Coordinator, to implement project deliverables
- Collaborate with Forensic Nursing staff and other team members, as needed, to apply subject matter expertise to inform the implementation of all project deliverables, including development of training and technical assistance (TTA)
- Coordinate logistics for in-person gatherings, including booking venues and travel

## **Stakeholder Management and Coordination (30%)**

- Facilitate regular meetings with OVW
- Establish and maintain strong, collaborative relationships with all grant partners and other relevant project stakeholders
- Facilitate coordination with all grant partners, including: coordinating and facilitating individual/group calls and meetings; providing guidance on deliverables and associated reporting; facilitating communications between partners and OVW; facilitating requests and provision of TTA
- Manage and track invoicing and payment of project partners and stakeholders.
- Manage and track reimbursement invoicing and coordinate and arrange travel and lodging for grant scholarship awardees under the grant deliverables.

## **Other Duties (10%)**

- Attend necessary trainings, as required
- Work collaboratively with other IAFN staff across the organization, as necessary
- Meet regularly (or as requested) with supervisors and seek approvals, when necessary
- Serve on internal and/or external committees, advisory groups, roundtables, task forces, etc. to represent IAFN, as needed
- Other duties as assigned

**Please Note:** The above job description contains the primary responsibilities and duties of this position. However, in an ever-evolving organization such as IAFN, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and travel that are reasonably allocated to them, but which are not part of their regular job description.

## **Required Travel**

Regular travel is required to support project deliverables and organizational needs, including required travel to IAFN's annual conference and annual staff retreat. This position requires 10-12% travel on average, depending on a number variables.

## **Required Experience and Core Competencies**

- Minimum of five years of experience coordinating and managing projects required
- Subject matter expertise in gender-based violence and multidisciplinary, community-based responses required
- Deep expertise working with American Indian and/or Alaska Native communities required
- Experience with writing, implementing, and reporting on federal grants strongly preferred
- Experience developing technical guidance documents preferred
- Highly organized with the ability to respond to shifting priorities under deadlines; holds a high bar, even when things are hectic
- Experience working with various software platforms and ability to learn new technology and systems quickly
- Experience working with project management platforms, specifically, such as monday.com Asana, etc. preferred

Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect"

candidate, so if you believe this is a role that you'll be excited to work in every day and you are passionate about providing exceptional support to other forensic nurses please apply.

We strongly encourage survivors of violence, women, people living with a disability and people who identify as a part of BIPOC, LGBTQIA+, gender non-conforming, immigrant and other underrepresented and/or institutionally oppressed communities to apply.

IAFN is an equal opportunity employer. IAFN prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information