



Position: Temporary Grants Director

Important note: This position is funded through a federal grant with a defined term and is therefore temporary in nature. The duration of employment is contingent upon continued grant funding and compliance with federal requirements. Two of the awards associated with this position were the subject of a grant termination, which was overturned by a preliminary injunction. However, a legal case and separate appeal process are ongoing. Employment is subject to modification or termination based on funding availability, changes in grant terms, or federal policy adjustments. Candidates should be aware that this role does not guarantee long-term employment security, and future funding is not assured. We encourage applicants to consider this temporary status when evaluating their career plans and will provide as much advance notice as possible regarding any changes to the position's status or funding timeline.

Department: Grants

Reports to: Chief Executive Officer

Supervises: All grant-funded project staff

Classification: Full-time, Exempt

Compensation: The gross annual salary for this position is \$127,000/year and includes a robust 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 within the United States)

Ideal Start Date: No later than September 29, 2025

Deadline to Apply and Application Instructions

All applications are due by August, 11 no later than 8 a.m. Eastern time. Applicants who submit after the deadline will not be considered. Candidates interested in this position are required to submit a resume, cover letter, and grant-related 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 the superpower that you would bring to IAFN's leadership team; 2) How would people who you supervised in the

past describe your leadership style? 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 HumanResources@forensicnurses.org.

Position Overview

The Grants Director (GD) is responsible for overseeing a portfolio of four grants focused on providing training and technical assistance (TTA) for sexual assault medical forensic exams and funded by the United States Department of Justice. The Grant Director will distribute their time across up to six grant projects, pending funding availability. The GD applies subject matter expertise in multidisciplinary responses to gender-based violence (GBV) as well as expertise in federal grants management to inform and guide the work of their team and serves as a member of IAFN's leadership team. The GD is responsible for overseeing all day-to-day aspects of the implementation of strategic departmental goals, activities and required reporting. The GD identifies the need for new programs and services with consideration for the organization's vision and the perspectives of key stakeholders. The GD is the organization lead for all new federal funding applications, including development of programmatic activities and collaborating to inform budget development and subsequent modifications. This position leads the development of their departmental budget, oversees their departmental budget and ensures departmental compliance with financial and grant policies, procedures and guidelines. As a supervisor, the GD fosters a sense of belonging and supports professional development needs of all departmental staff. In addition, the GD facilitates knowledge sharing, applies their firsthand experience and draws on the broader context of the forensic nursing field to both mentor their team and to expand the depth and nuance of the TTA provided to our partners.

The ideal candidate is a seasoned program director who has knowledge of GBV, multidisciplinary, community-based responses to violence and extensive experience managing federal grants. This position requires someone who can hold the larger vision and also dig into the details, when needed. We are looking for someone who can manage all aspects of this complex grant portfolio without getting tunnel vision in one area. The GD should be an agile leader who quickly grasps the subtleties of complex issues and develops insightful, pragmatic, equitable, and sustainable solutions. One element of this is the ability to understand and respond to the priorities of our TTA sites and donors and to connect the dots between the two. We seek a leader who has sound intuition coupled with keen attention to detail, which can be leveraged to identify, extract and share critical information with IAFN staff, donors and stakeholders. This role demands the ability to make tough calls without sacrificing input or relationships. The ideal candidate enjoys mentoring others and approaches leadership with a coaching mentality. They seek and provide feedback in a manner that promotes accountability and transparency. We value candidates who can exercise authority without asserting dominance and who approach leadership with a mindset of "power with" rather than "power over."

About IAFN

The International Association of Forensic Nurses is a professional organization of more than 6,000 nurses from 32 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

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. 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.

Primary Responsibilities

Strategic Planning and Leadership (10%)

- Collaborate with members of the leadership team to inform, implement and evaluate IAFN's strategic plan
- Identify, recommend and support the pursuit of innovative programming on an ongoing basis
- Proactively assist with identifying new sources of revenue and pursuing additional funding
- Serve as a leader in sharing educational opportunities, latest practices and research, and law and policy information that impacts IAFN's work
- Work collaboratively across departments and department leads to harmonize IAFN's programmatic offerings
- Further organizational goals by fostering and maintaining strategic relationships with external partners

Staff Supervision and Coaching (20%)

- Supervise all IAFN grant staff, including onboarding, provision of individual support and facilitation of cross-team coordination
- Contribute to a sense of belonging by assessing and establishing shared group/team norms
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff within the department
- Engage in ongoing coaching and mentorship with departmental staff to support their professional development

- Foster a pipeline for the identification and growth of emerging talent up to and including leadership positions

Grant Implementation and Oversight (60%)

- Serve as the primary point of contact for IAFN's Grants Officers on all grants
- Foster and maintain collaborative relationships with grant partners
- Ensure that all grant deliverables are completed on time with a keen eye to quality assurance
- Engage in required monitoring and evaluation for grant deliverables, including the development of evaluation plans and tools
- Ensure that IAFN complies with all special conditions listed in Grant Award documents
- Monitor grant budgets to ensure compliance with federal guidelines, monitor the burn rate and recommend any necessary budget modifications
- Complete the DOJ Financial Managements Grants Training within 6 months of hire and/or as required
- Review, edit and finalize for submission all assigned semi-annual progress reports required under grants
- Develop and submit all grant adjustment modifications
- Develop and review TTA materials related to grant deliverables
- Support grant staff in providing tailored TTA to grant partners, members and all other requestors on topics related to forensic nursing and the healthcare response to violence
- Coordinate with the appropriate staff in updating of all technical assistance related websites
- Promote TTA content and materials published through the grants in appropriate forums

Other Duties (10%)

- Attend necessary trainings, as required
- 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

This position requires minimal travel to support project deliverables and organizational needs, including required travel to IAFN's annual conference and annual staff retreat. This position requires 8-10% travel on average, depending on a number of variables.

Required Experience and Core Competencies

- Minimum of five years of experience writing, implementing, overseeing compliance for and reporting on federal grants is required
- Subject matter expertise in gender-based violence and multidisciplinary, community-based responses required

- Experience developing and providing training and technical guidance documents is strongly preferred
- Must have strong project management skills, including experience managing complex, multifaceted projects resulting in measurable successes and program growth
- Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs; has a track record of taking concepts from idea to implementation
- 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 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. All hiring decisions will be made based on merit and qualifications for the position in question.

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, genetic information, or any other characteristic protected by applicable law.