Date: March 2021

Position Title: Director of CAPE Project

Division: Diversity, Equity and Inclusion

Reports to: Vice President, Division of Diversity, Equity and Inclusion

Position Summary:

Doane University invites applications for the position of Director of CAPE Project that will serve Doane's nationally recognized campus' in Crete, Lincoln, and Omaha, Nebraska. This position will serve multiple functions in the university community focusing on the prevention, education, response to, and reporting of issues of sexual and relationship violence and stalking. The Director will be responsible for liaising with and meeting deadlines for the Office on Violence Against Women Campus Grant Program. This position is 100% grant-funded through September 30, 2022, by the U. S. Department of Justice Office on Violence Against Women.

Essential Responsibilities:

* Office on Violence Against Women (OVW) Grant Coordinator
* Ensure compliance and adherence to OVW campus grant proposed initiatives and requirements
* Manage and adjust as needed the CAPE Project Strategic Plan
* Gather and develop data collection for OVW campus grant and related activities, including training and programmatic outcome and attendance data, expense reporting data, and assessment data
* Write and submit all reports as required by OVW and the Department of Justice (DOJ), including semi-annual progress reports
* Participate in technical training workshops and webinars as mandated by OVW
* Receive and process budget and expense reports with coordination and oversight by the OVW Project Director and University’s Finance Office
* Manage all communication, approvals, and documentation
* Oversee and coordinate meetings for the coordinated community response team, provide direction and oversight as needed to various subcommittees

Awareness and Prevention Programming and Training

* Coordinate and implement university-wide prevention and awareness programs on sexual misconduct and violence, interpersonal violence, stalking, and bystander intervention
* Administer, coordinate, assess, and document Bystander Intervention and Community Values & Sexual Misconduct Policies and Reporting training for all incoming and ongoing students on all Doane University campuses
* Research emerging best practices and coordinate efforts to maintain a sustainable and comprehensive prevention education program, including overseeing a peer educator program as part of a comprehensive approach to violence prevention
* Serve as the prevention/education coordinator to plan appropriate training and in-service for students, student organizations, athletics teams, faculty and staff that address education, prevention and intervention strategies
* Assist with training and coordination of campus and community first responders, as well as, the multi-stakeholder campus community response team
* Improve and increase passive programming via print and social media to increase dialogue and awareness

Student Reporting and Response

* Serve as liaison to other offices as necessary including Counseling, Student Health Services, Residential Life and Education, Public Safety, and external community partners
* Ensure information on reporting options and college responses are effectively and accurately communicated to the Doane community via print and social media, trainings for other campus first responders, and informative sessions for the community
* Identify trends and conduct risk assessments on sexual violence and related incidents university-wide
* Maintain necessary records and provide to Public Safety and Title IX Coordinator annually as required

Student Conduct and Judicial Affairs/Title IX

* Serve as consultant to the University on cases of interpersonal violence
* Assist with writing and implementing policies for the University
* Work in collaboration with the Title IX Coordinator to meet the requirements for education and outreach on campus including trainings, programs, and educational materials

Level of Decision Making:

* Responsible for making critical decisions pertaining to Interpersonal Violence Prevention and Education programming as approved through the OVW grant
* Responsible for communicating decisions to the Vice President for Diversity, Equity and Inclusion to ensure awareness of the overall direction of responsible area
* Oversees and has the authority to coordinate budget requests within area under direct supervision and within the boundaries of the established fiscal limits; budgetary concerns will be directed to the Vice President for Diversity, Equity and Inclusion

Education/ Qualifications/Skills/Abilities:

* Masters degree in higher education, counseling, counselor education, psychology, social work, public health or related field preferred
* Demonstrated expertise in topics of interpersonal violence prevention and advocacy in a higher education or social service setting
* Skills in crisis management and ability to navigate complex relationships with extensive knowledge of confidentiality and relevant laws is required
* Ability to conduct educational programs and training workshops
* Familiarity with promising practices related to policy development and survivor advocacy, knowledge of laws, regulations, and guidance including Title IX, VAWA/Campus SAVE, and Clery
* Experience in program development, implementation, and evaluation
* Strong organizational skills
* Capacity to work effectively with teams and interpersonal skills to work effectively with a diverse population of constituents
* Experience evaluating the effectiveness of programs and strategies

Licenses and Certifications:

None

Physical/Environmental Requirements:

Sedentary work. Exerting up to 10 lbs. of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.  Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Other Physical Demands:

* Required to work nights and weekends as needed based on program needs
* Primarily exposed to indoor elements