



## Fear 2 Freedom

### Director of Programs

Newport News, Virginia

#### Company Description

Founded in 2011, Fear 2 Freedom (F2F) is a 501(c)(3) global nonprofit with a mission of helping to restore hope and dignity to survivors of sexual assault while empowering students and communities to combat sexual violence. Through our Hour 2 Empower program, we partner hospitals, community organizations, and universities to provide Fear 2 Freedom AfterCare Kits (F2F Kits) to victims of sexual assault. At this event students will learn information regarding sexual assault awareness and then they will assemble F2F Kits for local hospitals and community partners. The hospital and community partners will then distribute the F2F Kits to survivors of sexual assault, domestic violence, sex trafficking, and child abuse.

#### Job Description

The Director of Programs is responsible for multiple facets of Fear 2 Freedom's daily operations and programs. These responsibilities include:

- Work with the Executive Director to plan all aspects of Fear 2 Freedom's programs and offerings.
- Provide direction and assistance to the Executive Director to support communication and marketing strategies for the organization.
- Develop with the Executive Director a strategy for communication and marketing to the schools & universities.
- Create and maintain evaluation processes for all programs.
- Analyze program offerings to ensure alignment with mission statement and effectiveness of each program. Adjust current programs as needed.
- In coordination with the Director of Grants & Programs, staff the Advisory Council, plan the calls, and lead discussion.
- Work with the Director of Grants & Programs to plan all aspects of service-learning events held with community & corporate partners.
- Research available resources for potential inclusion in programs.
- Follow current climate and maintain knowledge of other available programs.
- Develop and implement national expansion of Fear 2 Freedom programming.
- Support the Marketing team in the creation of marketing and promotional material, as needed.
- Schedule and present Fear 2 Freedom's programs at schools & universities.
- Supervise, train, and schedule program interns.
- Participate in planning of strategic growth of the organization.
- Maintain office space in conjunction with entire staff.
- Assist, when needed, with other tasks

## **Qualifications**

Ideal candidates will have the following attributes, skills, and education:

- Bachelor's Degree
- 1-2 years in a professional work environment is highly preferred
- Some sales experience is preferred
- Ability to communicate with a diverse variety of people, including superiors and subordinates including speaking to groups of individuals to educate them on sexual assault awareness
- The ability to multitask several priorities at one time
- Extreme flexibility and adaptability
- Take initiative without being asked
- Attention to detail
- Organizational skills
- The ability to do simple mathematics
- Strong interpersonal skills
- Experience managing volunteers is highly preferred
- Passion for helping others, and the ability to be compassionate
- Team mentality
- The ability to plan strategically and far in advance
- Experience with event planning and scheduling is highly preferred
- Willingness to work outside of normal operation hours

## **Additional Information**

This position is classified as exempt and requires some work outside of typical operating hours for the Hour 2 Empower events. Travel is required for these events, as well. The Director of Programs must be able to operate the company van and have a driving record that is insurable by Fear 2 Freedom's insurance policy. This position requires individuals to be physically able to stand for long durations of time and lift upwards of 50 lbs. on a regular basis. Fear 2 Freedom offers Paid Time Off (PTO), Holiday pay, medical and dental benefits but does not offer a 401K plan to its employees currently. Fear 2 Freedom is an EEO employer. All your information will be kept confidential.

If interested, please send cover letter and resume to: [muriel@fear2freedom.org](mailto:muriel@fear2freedom.org).