



Job Title: Development and Strategic Planning Coordinator

Hourly rate range: \$75,000, full-time position

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### **WHO WE ARE:**

The mission of The Collective Healing And Transformation (CHAT) Project is to expand community capacity to respond to and transform interpersonal conflict, harm, and violence without the use of state intervention and the criminal legal system. We approach this work through the principles and practices of both restorative justice and circle and with the experience and wisdom from the domestic and sexual violence fields. We are based in Contra Costa County and work across the greater Bay Area.

The CHAT Project is a collaboratively led organization with two current full-time staff. This work began as a pilot project in 2018 and became an independent organization in 2021. Our work is emergent, and we share together in the vision and leadership development of the organization.

### **WHAT WE DO:**

The CHAT Project has two current lanes of work- direct client services with people impacted by family violence and training and curriculum development. Our staff provide facilitation directly to families and individuals seeking restorative and collective responses to violence. This work includes one-to-one meetings, engaging with family and support systems, working directly with people who have caused harm and people who have been harmed, and facilitation of face-to-face gatherings.

The CHAT Project also provides training on restorative justice, circle, and domestic violence interventions to community and organizational partners. Our vision is to provide direct services to community members and to expand access to the framework, tools, and skills needed for restorative and collective interventions across Contra Costa County and beyond.

### **POSITION SUMMARY:**

The CHAT Project is seeking a candidate to join our collaborative team to take on strategic and operational responsibilities as the director of development and strategic planning. This person will lead our team in co-creating and executing a strategic vision as we grow from a pilot project to an independent organization and serve as a backbone organization in CA and nationally for the application of restorative and collective approaches to domestic and sexual violence. This role will be essential in further developing our collaborative model, decision-making processes, and accountability within and outside the organization as we expand our team. This role will not be focused on the direct services portion of our work and will have the opportunity and

responsibility to hold the overall vision of the organization to support our team staying accountable to our shared values.

This person will also manage and grow our fundraising and financial strategies for sustainable growth. The CHAT Project is fiscally sponsored by The Contra Costa Family Justice Alliance. The person currently holding these responsibilities for the organization will be staying on as staff and supporting the onboarding of this new role.

### **PRIMARY RESPONSIBILITIES:**

- Fundraising and grant management: Maintain relationships with current funders and develop multi-year funding plans to meet annual budget goals.
- Advisory Board: Develop the Advisory Board of The CHAT Project and facilitate board meetings and communication between members and staff.
- Lead a collaborative strategic planning process for The CHAT Project from development to implementation and review.
- Program development and review in collaboration with staff.
- Facilitate program evaluation and provide insight on the fields of domestic violence, restorative justice, and community-based interventions to violence nationally.
- Represent The CHAT Project in state and national coalitions.
- Identify new partnerships and conduct outreach.
- Facilitate bi-weekly staff meetings.

### **GENERAL STAFF RESPONSIBILITIES**

- Participate in bi-weekly staff meetings and other ongoing staff development opportunities and meetings.
- Maintain a weekly and monthly work plan and calendar.
- Take on administrative tasks for the function of The CHAT Project, as needed.
- Support and bring your wisdom to the culture building of The CHAT Project.

### **REQUIRED SKILLS AND EXPERIENCE:**

- Minimum 5-7 years of experience in program development and management.
- Minimum 2 years of experience with grant application and management and working with foundations.
- Familiarity with the anti-violence field and an understanding of the dynamics of family and sexual violence.
- Familiarity or experience in restorative justice or other models for safe dialogue around conflict and violence. We value the wisdom of many models and appreciate applicants with a diversity of learning and experience.
- Experience with organizational development and systems-building.
- Ability and interest to work as part of a collaborative team and as a leader in the vision and development of our work. Demonstrated experience with shared leadership and cultivating the wisdom of a diverse team.
- Experience working in low income, immigrant, and communities of color.
- Highly organized and able to manage multiple priorities.

- Self-motivated and able to lead projects from work plan to execution.
- Strong interpersonal skills with the ability to create positive, trusting, professional relationships with colleagues.
- Strong written and verbal communication skills including public speaking and grant reporting
- Must be willing and able to work occasional evenings and weekends.
- Ability to travel throughout Contra Costa County. Valid driver's license and access to a reliable automobile required.

## **SPECIAL CONSIDERATION**

- Familiarity with Contra Costa County and awareness of local resources and partners.

## **ALIGNMENT WITH THE CHAT PROJECT VALUES**

We are seeking someone who can relate to and embody the shared values that guide all of our work and our future at The CHAT Project

### **1. Strengthen communities—not systems**

All our work must move to support and sustain communities — not our organizations, not our professions, not state systems of intervention.

### **2. Support the transformation of all involved and impacted by family violence**

Our attitudes and practices must take into account the well-being of everyone, including people who have caused harm, experienced harm, children, friends, family, and community.

### **3. Trust the wisdom of those most impacted by family violence to be the experts in their own lives.**

### **4. Build opportunities for truth-telling and truth-listening.**

### **5. Lift needs and perspectives of children & youth.**

### **6. Foster Individual and collective responsibility and accountability.**

Everyone has a responsibility for the safety and well-being of ourselves and our community.

### **7. Balance safety and risk-taking**

Safety is important — physical, mental, emotional, spiritual, financial — and sometimes, we need to take risks in order to gain deeper and more long-lasting conditions for safety.

### **8. Create the process alongside the people that are present.**

We must practice openness and flexibility to make sure that the values, practices and processes are grounded in the cultures and vision of our participants.

### **9. Practice language justice.**

It is our collective responsibility to center language justice and full language access at all levels of work- participants, partners, community, materials, etc.

### **10. It is a way of being/it takes all of us.**

We are committed to living our values and to practice the hard work of self-learning, community building, and accountability with each other, in our personal lives, with our learning partners, and with our participants.

## COMPENSATION

This is a full-time exempt position and an annual salary of \$75,000. The CHAT Project works on a five day a week schedule and 35 hours weekly. Benefits includes full coverage for medical and dental insurance; Generous vacation, sick leave, and holidays; and a matching retirement account program.

This is a hybrid work from home and on-site position, staff must be local and able to work on site in Contra Costa County.

## APPLICATION PROCESS

We will begin reviewing applications on October 1 and are looking for this role to begin December 2022 or earlier. We will review applications on a rolling basis until the position is filled. To apply, please send your resume and cover letter to [info@chatproject.org](mailto:info@chatproject.org). ***We will not review applicants that do not include a cover letter. Please do not embed a resume and cover letter in your email, it will not be reviewed.*** In your cover letter, please answer the following two questions:

1. Why are you interested and invested in community-based approaches to violence?
2. What is your leadership style and what interests you in working as part of a collaborative team?