



<b>Job title</b>	Program Manager, GVRS
<b>Reports to</b>	Program Director, GVRS
<b>Salary</b>	\$65,000

**Indy Peace Fellowship - Gun Violence Reduction Strategy (American Rescue Plan Act)  
Position Description – Program Manager**

**(1) Project/Program Background**

The funds used to support this position through the Indy Public Safety Foundation (IPSF) as part of the City of Indianapolis’s Community Violence Reduction Program (“Program”) are derived from the City’s allocation out of the Coronavirus Local Fiscal Recovery Fund, CFDA No. 21.027, created by Section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) (the “Act”). The Act requires that the payments from the Coronavirus Local Fiscal Recovery Fund only be used to cover cost incurred: (1) to respond to the public health emergency with respect to the COVID-19 or its negative economic impacts; (2) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible works or providing grants to eligible workers who perform essential work; (3) to enable replacement of government revenues reduced due to the COVID-19 public health emergency; or (4) to make necessary investments in water, sewer, or broadband infrastructure. Interim final guidance issued by the Department of the Treasury states that the City may use funds from the Act to facilitate access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments; specifically, one such eligible use of funds is for “evidence-based community violence intervention programs to prevent violence and mitigate the increase in violence during the pandemic.”<sup>1</sup>

Since the onset of the COVID-19 pandemic in early 2020, violent crime has increased. Data gathered by the National Commission on COVID-19 and Criminal Justice show that in 34 large American cities, homicides rose by approximately 30% between 2019 and 2020.<sup>2</sup> Indianapolis was no exception: it suffered a record 214 criminal homicides in 2020, which represents a 39% increase over 2019’s figure.<sup>3</sup> Through the first ten months of 2021, the rate of homicides in Indianapolis has exceeded 2020’s elevated pace; as of early November, 2021 has already surpassed the City’s all-time homicide record. While the causes of this increase in violence are multifactorial, the COVID-19 pandemic has undoubtedly contributed. COVID-19 had a disparate impact on already-vulnerable populations, and exacerbated underlying economic, emotional, and mental stress.<sup>4</sup>

**(2) Position Description and Requirements**

For the Indy Public Safety Foundation (IPSF) Gun Violence Reduction Strategy (GVRS), which operates in partnership with City’s Office of Public Health and Safety, the position of Program Manager will be created to:

- Oversee program personnel, including violence interrupters, outreach workers and/or life coaches;
- Provide reports as requested to Program Director and IPSF leadership;
- Manage day-to-day operations of personnel and program; and
- Support connected work of the Indy Public Safety Foundation within the scope of the Program.

The Program Managers are always expected to work enthusiastically and professionally.

<sup>1</sup> Department of the Treasury, 31 C.F.R. Part 35, RIN 1505-AC77, Interim Final Rule, pp. 18, 23 (available at <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>).

<sup>2</sup> National Commission on COVID-19 and Criminal Justice, Impact Report: COVID-19 and Crime (Jan. 31, 2021), <https://covid19.counciloncj.org/2021/01/31/impact-report-covid-19-and-crime-3/>.

<sup>3</sup> Derrick Bryson Taylor, “Indianapolis Recorded a Steep Rise in Homicides in 2020,” *New York Times* (Apr. 16, 2021), <https://www.nytimes.com/2021/04/16/us/indianapolis-recorded-a-steep-rise-in-homicides-in-2020.html>.

<sup>4</sup> National Commission on COVID-19 and Criminal Justice, Impact Report: COVID-19 and Crime, *supra* n.2 at 20.



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Applicants for this position acknowledge these key requirements and limitations:

- The funding for this position expires on **December 31, 2024**. While it is possible that position-holders will be retained after that date, no commitment of long-term employment is being offered. IPSF does not offer a guarantee that the position will be available for the full period until funding expiration, or for any particular period of time.
- Travel within Marion County is a requirement for this position. A means of transportation will not be provided, and position holders must have access to an appropriate means of transportation. Compensation for the position includes a reasonable per mile reimbursement for mileage.
- This is an **at-will** position. If hired, position-holders will be the employees of a third-party staffing organization but will work under the supervision of IPSF staff.
- While this position will work closely with the City of Indianapolis as part of the Program, IPSF is not a public agency and is not part of the City of Indianapolis. The holder of this position will not be a City employee.

**(3) Position Key Duties:**

**Program Management**

- Provide direct supervision to six (6) to eight (8) project staff.
- Focus on providing support, leadership, and training to outreach worker and/or violence interrupter roles.
- Work with OPHS and IPSF staff to implement and enhance program events or processes to identify and create relationships with individuals at high risk for committing gun violence.
- Work with the Program Director to develop an operational plan for the program and lead continual process/program improvement cycle.

**Data Collection, Reporting & Compliance**

- Work with the Program Director to develop, implement, and evaluate data collection methods and systems, ensuring the accurate and timely collection of all necessary data regarding impact and financials of the program.
- Ensure staff have training and resources needed to submit accurate, high-quality data and forms.
- Provide frequent and as requested data and reporting to Program Director and/or IPSF or OPHS leadership.

**Stakeholder Relations**

- Work with OPHS and National Institute of Criminal Justice (NICJR) to develop, implement and evaluate necessary training for project staff.
- Work with Program Director to develop relationships, partnerships, workflows, and communication with key stakeholders, including the Office of Public Health & Safety, City of Indianapolis, Indianapolis City County Council, Central Indiana Community Foundation (CICF), community-based organizations (CBOs), faith-based organizations (FBOs) and more.

**Other Duties or Projects as Assigned**

- Perform functions as assigned by Program Director or IPSF or OPHS leadership to assist with related tasks within the scope of the Program.



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**(4) Basic Qualifications**

Basic qualifications of the position are as follows:

1. Must be a resident of Marion County with means of transportation around Marion County.
2. Associate's degree or high school diploma with 1 -2 years of experience in gun violence reduction or related area.
3. A background and understanding of the population served, having similar lived experience as the clients to be served.
4. Having the passion and the patience necessary to serve hard to reach individuals and communities.
5. Knowledge of the dynamics of the city's violence problem.
6. Administrative skills to enter data into a case management system, including writing case notes.
7. Willingness to learn and be trained in effective gun violence reduction strategies as well as professional development.
8. Ability to multi-task and manage competing responsibilities and timelines.
9. Understanding of various constituencies that affect organization's work
10. Ability to stand for long periods of time (i.e. events) and lift at least 25 pounds.

**(5) Hours, Compensation, and Benefits**

- The Program Manager position is a full-time, salaried position of at least 40 hours per week, which may include evening and/or weekend work.
- The Program Manager will be provided office space, but a portion of the work will take place in the community. While hours may vary due to events or other required functions, the primary office hours of the Program Manager will be Monday through Friday, 9 am to 5 pm.
- The initial compensation package includes an annual salary of \$65,000 (less taxes and other required deductions).
- The position will be offered benefits including health, dental and vision insurance. Any such benefits will be subject to the terms and conditions of the applicable policies and plan documents.
- IPSF observes all holidays applicable to the City of Indianapolis. However, given crime does not stop on holidays, the Program Manager may be required to work, if needed.
- IPSF allows employees to manage their work and personal obligations as they see fit. Accordingly, employees can take as many personal days as they need, subject to advance approval and adequate coverage of work responsibilities. No specific amount of time off is guaranteed, vested, or accrued under this policy. Sick leave days are included within this discretionary leave policy, but leave under FMLA, ADA, and workers' compensation is separate.
- All work performed and work product created as part of the Program Manager's employment with IPSF will be the exclusive property of IPSF.