



Position – VINE Program Manager

POSITION SUMMARY

This position is a full-time exempt employee role as the Victim Information and Notification Everyday (VINE) program manager for County Sheriffs of Colorado (CSOC). The VINE Program Manager (PM) is responsible for managing all aspects of the VINE program in Colorado. The ideal candidate will have experience in planning and delivering training and education programs, supporting system upgrades, and coordinating with vendors, volunteers and users of programs. The position is funded entirely through grants and state funding; employment is contingent on these funds.

This position does not include supervisory duties and reports directly to the Executive Director.

MAJOR DUTIES

Responsibilities include, but are not limited to:

- Educates law enforcement, victim service providers, District Attorney staff, and other providers throughout Colorado working with victims who would benefit from using the VINE program.
- Promotes VINE program through community outreach efforts at conferences, presentations and educational booths and displays.
- Attends the annual VINE User's Conference for program managers.
- Attends new program manager orientation to the extent requested by CSOC and/or Appriss.
- Increases public awareness of VINE through press releases and public service announcements to local media outlets
- Monitors VINE usage and performance statistics to identify opportunities for awareness and improvements.
- Participates in VINE Annual Service Review, facilitated by Appriss Insights Client Relationship Manager.
- Communicate with sheriffs' offices, other law enforcement, victim advocate and other related contacts when new products are introduced, or changes made to VINE.
- Serves as Colorado's point of contact with Appriss to resolve any problems with agencies' utilization of VINE.



- Establishes agency personnel access to VINE secure websites and manages user needs, questions, and training.
- Coordinates contracts and agreements with Appriss.
- Works with the Division of Criminal Justice, Office for Victims Programs to procure and manage funds for the VINE program. Provides quarterly reporting of expenses and requests reimbursement for costs.
- Monitors for potential VINE funding risks to mitigate impact to victims.
- Attends quarterly meetings of the VINE Advisory Committee.
- In coordination with CSOC's financial coordinator, tracks VINE program expenses and income ensuring adherence to budget and proper and consistent recording within the CSOC accounting system.
- Manages grants and other funding sources, providing required reporting, tracking and payments.
- Manages VINE website and social media accounts, providing updated information and resources for users and potential partners.
- Attends quarterly law enforcement coordinator meetings to provide updates on VINE.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor.

KNOWLEDGE REQUIRED

- Experience planning and executing training sessions for current or potential system users.
- Ability to collaborate effectively across organizations for the purpose of building efficiencies and providing high quality outreach and training programs.
- Understanding of the Colorado Crime Victim Rights Act (VRA) in order to better understand the functionality needed for VINE.
- Experience in presenting to a variety of audiences for the purpose of training or promotion and outreach efforts.
- Proficient in MS Office (Word, Excel, Power Point), MemberClicks (or similar).



- Aptitude to understand, articulate, and incorporate in the work, the Office of Sheriff and CSOC mission and values.
- Ability to develop, recommend, and implement new initiatives to increase the effectiveness and influence of VINE within the community.
- Ability to comprehend and retain information related to general job assignments within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.
- Ability to communicate effectively to all customers of CSOC and VINE using various tools and platforms.
- Adept in time management, planning and execution of quality programs within budget.
- Capacity to organize and direct efforts in program management for maximum effectiveness and efficiencies.
- Previous law enforcement experience preferred.
- Must be able to pass a background check.
- Must be able to provide credible testimony in a court of law or any other legal proceedings or investigation.

CORE COMPETENCIES

Teamwork/Collaboration: Recognizes the value of teamwork and embraces collaboration across the organization. Fosters a spirit of teamwork, cooperation, trust and valuing diversity, in pursuing solutions to meet organizational goals and program plans. Effectively works with co-workers, Executive Director and board members; providing assistance, as needed, to promote the CSOC mission and programs.

Communication: Interacts with members of the organization, Board of Directors, community, sponsors, partners, crime victims, victim advocates and the public promoting a friendly and professional image of the organization. Is an active listener, fosters open, two-way information exchange, and is skilled in both written and verbal communication. Promotes sharing of ideas between

co-workers, board members, executive director and partners of CSOC to provide learning and growth opportunities throughout the organization and community.

Flexibility: Open to changing the way the business is conducted to reflect new realities and different priorities. Adapts own style to respond to different emerging program needs and conflicting interests.



Incorporates new trends and information into operating activities. Actively seeks to improve processes and practices, while maintaining a high level of ethics and integrity.

Organization: Conducts business in a professional, organized and efficient manner. Plans workload according to deadlines giving ample lead time for completion of all projects and deliverables. Maintains a logical and efficient filing system.

SUPERVISORY CONTROLS

The PM is a full-time, exempt employee position and reports directly to the Executive Director.

The Executive Director provides general direction on areas of responsibility and special projects in terms of broadly defined missions or functions of the organization. The PM proceeds independently in planning, designing and performing work responsibilities. The employee determines work methods and tactics, discussing with supervisor only matters of delicate relationships or issues.

GUIDELINES

The PM follows standard professional workplace guidelines as well as those outlined within the CSOC standard processes and procedures.

The PM shows initiative and judgment in interpreting the goals and methods used to achieve the duties of the position, as well as the terms of the funding grants, discussing questionable and unique issues with the Executive Director prior to commitment or expenditure of unbudgeted funds.

The PM works a standard 40-hour work week, within the CSOC office; with some exceptions as required in supporting training, conferences, and events. Some work tasks can be conducted remotely, at the discretion of the Executive Director.

PERSONAL CONTACTS

CSOC board members, employee(s) and contractors; public; sponsors; law enforcement personnel; Criminal Justice professionals; Victim Advocates; State and Federal Regulatory agencies; and vendors.

PHYSICAL DEMANDS

Work is mostly sedentary with occasional light physical work performed; no special physical effort or skill is required. Driving, walking and standing is required in going to and from meetings and

conferences, or in providing training sessions. The PM lifts and carries reference books, working papers and similar items. Performs occasional lifting of office supply deliveries, and delivering of boxes, tables, canopies, and various other materials used in conferences, expos and community events.



Work is conducted throughout the state and may require frequent travel for the purpose of training users and promoting the VINE program.

Salary Range from \$45,000 - \$55,000 annually

Benefits include: Health, Dental, Paid Time Off, and Retirement Fund