Position Available: Development & Administrative Coordinator
National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a highly organized and high performing Development & Administrative Coordinator. NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for law, policies and funding to address domestic violence; and provides training, technical assistance, education, and support to state domestic violence coalitions; local domestic violence, sexual violence and stalking programs, transitional housing programs, and the general public.

The Development & Administrative Coordinator will provide support to the Development team and assist with donor management, meeting follow-up, and other development and communications activities, including grant seeking and website upkeep. This position includes substantial administrative duties, but the Coordinator will participate in most aspects of Development work. The position is based in Washington, D.C., and some travel may be required.

Responsibilities
- Assisting with writing, editing, and making donor solicitations.
- Supporting and cultivating donor follow-up actions that result in repeat and/or larger gifts.
- Assisting with planning and coordinating of fundraising event logistics as needed.
- Scheduling meetings and other activities and providing logistical support to the team.
- Coordinating follow-up for NNEDV events, meetings, and other activities.
- Handling administrative tasks, including expense reports and other internal documentation and meeting notes.
- Assisting in writing and editing reports, publications, acknowledgements, and other materials.
- Creating communications materials—drafting alerts and creating images to be shared on social media and with NNEDV’s email subscribers.
- Updating NNEDV’s website with relevant materials.
- Coordinating and collaborating with other staff on various communications, development, administrative, and social media initiatives.
- Participating in and assisting with other organization activities and events as needed.

Required Skills/Education/Qualifications
A successful applicant MUST have:
- Excellent organizing skills with high attention to detail and accuracy.
- Excellent time management skills.
- Excellent writing and editing skills, including a strong grasp of English grammar, punctuation, copy editing, and proofreading skills.
- Excellent computer skills, including familiarity with advanced features of MS Office (particularly Excel, PowerPoint, and Word), donor database software (Salsa preferred), and online content management systems (WordPress preferred).
- Significant experience with administrative tasks, including taking minutes.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, as part of an organization, and with other organizations and other professionals; treats
all people with dignity and a respectful attitude; accepts, acts upon, and offers constructive criticism; and approaches situations with a sense of humor.

- Commitment to the organization's mission.
- Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- Bachelor’s degree or equivalent work experience with a nonprofit agency in a relevant area.

**Desired Skills/Qualifications**

- Experience working with donor/content management systems and databases (Salsa and WordPress preferred).
- Experience working within the Violence Against Women movement.
- Bilingual skills (reading, writing, and speaking) helpful. Spanish preferred.
- Video editing and other multi-media skills helpful.

**Location**

Washington, DC (Dupont Circle area)

**To Apply**

Send cover letter, resume, salary history and expectations, and one brief writing sample/excerpt of a relevant item to Cindy Southworth, Executive Vice President at development@nnedv.org.

Applications that do not contain all of the required items will not be considered. All of the required items should be combined into a single email attachment, and your cover letter should also be pasted into the body of the email. Applications received before February 28, 2015 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please.

Competitive salary, based on qualifications and experience, with excellent benefits. NNEDV is an equal opportunity employer. Learn more about NNEDV at nnedv.org.