



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

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Full-time Position Available: **Economic Justice & Microloans Specialist**

The National Network to End Domestic Violence (NNEDV) seeks an experienced candidate to help shape and implement the Independence Project, NNEDV's new, nationally-scoped credit-building through micro-lending program specifically for survivors of domestic violence. Through the Independence Project, NNEDV will equip survivors, local program advocates, and state coalitions with tools, resources, and knowledge on financial abuse, financial empowerment, and credit building. This is a great opportunity for a committed team player to work in a dynamic, survivor-centered environment.

NNEDV seeks a qualified individual who is experienced with financial lending services, credit building and reporting, program development and evaluation, compliance with financial regulation, financial literacy training, and understands the dynamics of domestic violence and the importance of programs that are survivor-centered. Working with the existing Economic Justice team, this position will help develop microloan program qualifications, applications, and parameters; provide ongoing financial education training for domestic violence advocates and state coalition staff; ensure compliance to state-specific lending and credit reporting regulations; ensure proper recordkeeping and reporting; and promote public knowledge of the project through outreach.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists.

The ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about economic justice and ending violence against women.

**Primary Responsibilities:**

Under the supervision of the Economic Justice Director, the Economic Justice & Microloans Specialist will:

- Provide ongoing guidelines for the Independence Project (NNEDV's Credit-Building through Micro-Lending Program) consistent with trauma-informed service standards;
- Develop and implement training on economic justice, micro-finance and credit building;
- Supervise and work closely with the Economic Justice & Microloans Coordinator, microloan applicants, and associated domestic violence coalitions, programs, and advocates to ensure that applicants successfully navigate the loan application process and meet all requirements;
- Oversee the evaluation of loan applications and documentation, the issuing of loan checks, monitoring of loan re-payments, and reporting to credit bureaus;
- Liaise with lawyers to ensure compliance with state-specific lending regulations and credit reporting requirements;
- Work with NNEDV's national partners to ensure coordination of resources;
- Convene and/or attend and actively participate in national meetings for the purpose of building and sustaining partnerships to enhance our work;
- Work closely with other NNEDV teams to ensure that programmatic and policy efforts are integrated and responsive to the needs of domestic violence survivors participating in Economic Justice programming;
- Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff.

- Identify emerging issues and trends in the field and work to develop innovative training and technical assistance solutions and resources to address those issues;
- Act as liaison to funders and nonprofit collaborative partners, as appropriate;
- Other duties, as assigned.

**Required Skills, Education, and Qualifications:**

- Experience in finance, loans, and credit reporting.
- Familiarity with financial software, such as Salesforce and Quickbooks.
- At least five years of experience in loans, microfinance, or a related field.
- Management experience, with ability to manage multiple projects and overlapping timelines.
- Outstanding speaking and communication skills (written and oral), excellent grammar and spelling, and top notch training and facilitation skills.
- Excellent organizational skills, with high accuracy and attention to detail.
- Solid computer skills, including Microsoft Office suite.
- 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 difficult situations with a sense of humor.
- Commitment to NNEDV's mission.
- Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- Bachelor's degree or equivalent work experience in a relevant area.

**Desired Skills/Qualifications:**

- Knowledge and understanding of the dynamics of domestic violence, sexual assault, and/or stalking
- Bilingual skills (i.e., reading, writing, and speaking). Spanish preferred.
- Ability to create webinars and other training/marketing tools.

**Location:** This position offers a flexible and collegial working environment in our new offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. Some travel required.

**To Apply:** Please combine into 1 PDF and email your (a) cover letter, (b) resume, (c) writing sample, and (d) salary expectations. Please also paste your cover letter into the body of the email. Please send the combined PDF to Kim Pentico at: [EJ\\_Job@nnedv.org](mailto:EJ_Job@nnedv.org) (*No mail or faxes please*). Applications that do not contain all of the required items will not be considered.

Applications received by January 13, 2017 will be given priority; however, the position will remain open until filled.

**Anticipated Salary Range, based on qualifications and experience:** \$57,000 - \$70,000

**Benefits:** NNEDV pays the entire cost for each employee's Health, Dental, Life, and Short-Term and Long-Term Disability Insurances. NNEDV contributes 3% to each employee's 401k retirement plan (no match required). NNEDV also provides 17 paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year. NNEDV also offers vision insurance at a nominal cost.

**NNEDV is an equal opportunity employer and we encourage your application to join our highly accomplished team!**