



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

1325 Massachusetts Ave NW
7th Floor
Washington, DC 20005-4188

NNEDV.org
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FULL-TIME POSITION AVAILABLE:

Grants and Development Assistant (or Senior Assistant) at the National Network to End Domestic Violence

Do you love spreadsheets? Tracking and sharing information? Making a difference in the world? Join the National Network to End Domestic Violence (NNEDV)! We are seeking a highly-motivated and highly-organized Assistant (or Senior Assistant) to join our Development & Communications team.

NNEDV is a social change organization dedicated to creating a social, political, and economic environment in which violence against women no longer exists. The Grants and Development Assistant (or Senior Assistant) will provide support to the Development & Communications team and assist with grants management, deliverables tracking, file management and record keeping, meeting follow-up, grant seeking, writing reports and applications, and other related duties.

RESPONSIBILITIES:

- ★ Researching government, corporate, and private foundation opportunities that match NNEDV's programmatic goals and funding needs of the organization.
- ★ Assisting with writing and editing of grant applications and reports for government, corporate, and private foundations.
- ★ Assisting in the creation of program budgets using Excel tables, including filtering and formulas.
- ★ Managing administrative tasks, including meeting notes, financial submissions and other internal documentation.
- ★ Maintaining online documentation for grants and development files.
- ★ Scheduling meetings and other activities and providing logistical support to the team.
- ★ Coordinating and collaborating with other staff on various grants and development initiatives.
- ★ Liaising with NNEDV program teams to track program deliverables and milestones.
- ★ Assisting in the submission and tracking of grant adjustment requests.
- ★ Supporting outreach and contact with funders.
- ★ Participating in and assisting with other NNEDV activities and events as needed.
- ★ Additional responsibilities as needed and assigned.

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS:

- ★ Commitment to the organization's mission.
- ★ Excellent organizing skills with high attention to detail and accuracy.
- ★ Excellent time management skills.
- ★ Excellent verbal communication skills.

- ★ Excellent writing, editing, and proofreading skills, including a strong grasp of grammar, punctuation, and copy editing.
- ★ Excellent computer skills, including familiarity with MS Office (particularly Excel and Word) and online content management systems.
- ★ Bachelor's degree or equivalent work experience with a nonprofit agency in a relevant area.

DESIRED SKILLS/QUALIFICATIONS [NOT REQUIRED]:

- ★ Fluency in Spanish.
- ★ Prior experience with the online Federal Grants Management System.
- ★ Prior use of Salsa Labs, Survey Monkey, or Adobe InDesign/Illustrator.
- ★ Experience working within the violence against women movement.

LOCATION:

This position offers a flexible and collegial working environment in our office on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. Infrequent travel may be required.

TO APPLY:

Please combine all materials into one PDF and email your (a) cover letter, (b) resume, and (c) salary expectations to Emily Dahl at GrantsJob@nnedv.org. Please paste your cover letter into the body of this email. (No mail, calls, or faxes please.)

The position will remain open until filled, but priority will be given to applications received on or before August 7, 2017.

ANTICIPATED SALARY RANGE [BASED ON QUALIFICATIONS AND EXPERIENCE]:

- ★ Assistant: \$37,000 - \$50,000
- ★ Senior Assistant: \$47,000 - \$60,000

BENEFITS:

- ★ NNEDV pays the entire cost for each employee's Health, Dental, Life, and Short-Term and Long-Term Disability Insurances.
- ★ NNEDV contributes 3 percent to each employee's 401k retirement plan (no match required).
- ★ NNEDV 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!