Position Available:

Deputy Director, Coalition Capacity Project at the National Network to End Domestic Violence

The National Network to End Domestic Violence (NNEDV) seeks a highly motivated and skilled individual to join NNEDV's Coalition Capacity Team. This is a problem-solving and troubleshooting leadership position that includes direct consultation with and technical assistance to the 56 state and territory domestic violence and dual coalitions, supervision of support staff, training, and facilitation of meetings.

NNEDV provides training, technical assistance, and support to coalitions; local domestic violence, sexual violence, and stalking programs; providers of services to victims of intimate partner violence; and other stakeholders, including governmental agencies. NNEDV's Coalition Capacity Project provides comprehensive, specialized technical assistance and training to the coalitions with the goal of helping them to best address the needs of victims and local domestic violence programs. This includes topical meetings, intensive executive coaching, individualized consultation and training, peer-to-peer mentoring, regional meetings, management of a participant listserv, and the creation of resource materials.

Learn more about the Coalition Capacity Project at http://nnedv.org/projects/coalitions.html.

Responsibilities:

- Develop and implement training and technical assistance to coalition leaders, including executive coaching and training on working with boards of directors, non-profit management, and personnel management.
- Provide guidance and support in planning an annual National Coalition Roundtable Conference, which includes identifying emerging trends in the field, selecting topics for the conference agenda, and managing speakers.
- Respond to daily technical assistance requests from state and territory coalition leaders and staff.
- Coordinate with funders and other national TA providers by phone and email, providing information and referrals as needed.
- Develop culturally appropriate resources and training materials regarding specialized issues impacting the stability of state and territory coalitions. These include, but are not limited to, board development and strategic planning, leadership transition, grant management, and organizational policies for coalitions based on best practices.
• Lead in the development and execution of in-person consultations, trainings, webinars and regional meetings. This includes selection and communication with presenters, meeting facilitation and/or presentation, site selection, and coordination around funder requirements.
• Work closely with the Office of Violence Against Women (OVW) to assist State Coalition grantees in program policy creation and revision.
• Draft program- and grant-required reports and ensure that training and technical assistance data is accurately collected and reported.
• Work closely with NNEDV's national partners to ensure coordination of resources.

Other Responsibilities:

• Attend 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 coalitions and other constituents.
• Identify emerging issues and trends in the field and works to develop innovative training and technical assistance solutions.
• Act as a liaison with other non-government and governmental partners, as assigned.
• Assist in policy development and systems change issues.
• Assist in organization-wide communications efforts to enhance the visibility of the project, the organization, and the issue of domestic violence.
• Participate in agency-wide activities and events, and assist with them as needed.

Requirements:

A successful applicant must have:

• At least 7 years of experience in the field of domestic violence, preferably at a state or territory coalition.
• Significant leadership experience and knowledge of nonprofit organizations; federal grant management, specifically Office of Violence Against Women and/or Family Violence Prevention Services Act grants; and program management experience.
• Supervisory experience and strong, collaborative leadership skills, with an ability to provide executive coaching to cultivate these skills in others.
• Demonstrated ability to work closely with stakeholders and partners, including the ability to understand and navigate sensitive or political relationships.
• Outstanding public speaking and facilitation skills
• Strong written communication skills, with exceptional attention to detail
• Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with team members, other agency staff, and external colleagues; work well independently; treat all people with dignity and respect; accept, act upon, and offer constructive criticism; and approach situations with a sense of humor.
• Experience developing and providing training and technical assistance to non-profit boards, leaders, and support staff, preferably to coalitions specifically.
• Demonstrated ability to handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames, and produce high quality work.
• Demonstrated skills in goal setting, problem solving, creative/analytic thinking, and organization.
• Excellent computer skills, including familiarity with advanced features of MS Office, particularly Excel, PowerPoint, and Word.
• Commitment to the agency mission and a feminist/egalitarian workplace.
• Minimum of a bachelor’s degree. Master’s degree preferred.
• Willing to travel 25-30% of the time.

How to apply
Send cover letter, resume, salary history and expectations, and a 2-3 page writing sample, to Rene Renick, Vice President of Programs and Emerging Issues, at employment@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 20th 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. NNEDV is an equal opportunity employer. Learn more about NNEDV at www.nnedv.org.