Position Available: Non-Profit Development & Communications Coordinator

National Network to End Domestic Violence

Looking for an organization that is making a difference in the world? Come join our high-impact team at the national headquarters of the National Network to End Domestic Violence (NNEDV) in Washington, D.C.

If you are a highly organized and creative individual with 1-3 years of hands-on experience, we want you to join our development and communications teams. We are fun and funny crew – sometimes downright silly – and we enjoy our casual, collegial, flexible workplace near Dupont Circle. But we also are focused, professional, hardworking and very effective.

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.

Responsibilities include:

- Coordinating and collaborating on various communications, development, administrative, and social media initiatives.
- Working with a team to plan and coordinate fundraising events and logistics.
- Drafting, editing, and making donor solicitations, e.g. contributions, auction items, participation, etc.
- Creating communications materials—drafting alerts and creating images to be shared on social media and with NNEDV’s email supporters.
- Supporting and cultivating donor follow-up actions that result in repeat and/or larger gifts.
- Drafting and editing reports, publications, acknowledgements, and other materials.
- Scheduling meetings and other activities and providing logistical support to the teams.
- Coordinating follow-up for NNEDV events, meetings, and other activities.
- Updating NNEDV’s website with relevant materials and helping us transition to a new WordPress website.
- Handling administrative tasks, such as expense reports, internal documentation and meeting notes, and assisting the President and CEO.
- Participating in and assisting with other organization activities and events as needed.

Required Skills/Education/Qualifications

A successful applicant MUST have:

- Excellent organizational skills with high accuracy and attention to detail.
- Excellent time management.
- Excellent writing and editing ability, including a strong grasp of English grammar, punctuation, copy editing, and proofreading.
- Excellent computer skills, including familiarity with advanced features of MS Office (particularly Excel, PowerPoint, and Word).
- 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.
• Administrative support experience.
• Bachelor’s degree or equivalent work experience with a nonprofit agency in a relevant area.

Helpful Skills
• 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). Spanish preferred.
• Video editing, graphic design, and other multi-media skills.

Location
Washington, DC (Dupont Circle area)

To Apply
Send cover letter, resume, salary history and expectations, and a 1-2 page writing sample/excerpt to Cindy Southworth, Executive Vice President, at development@nnedv.org. Applications that do not contain all of the required items will not be considered. Please combine all of the required items into a single email attachment, and also paste your cover letter into the body of your email.

Applications received by May 22, 2015 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please. Salary range $35-45k, based on qualifications and experience, with excellent benefits, vacation and sick leave, health insurance, a 401(k) plan, an exercise room right in our building, and more (plus you get to hang with us). NNEDV is an equal opportunity employer. Learn more about NNEDV at www.nnedv.org.