Full-Time Position Available:
Development & Communications Coordinator/Senior Coordinator

The National Network to End Domestic Violence (NNEDV) seeks a highly motivated and high performing Development & Communications Coordinator/Senior Coordinator. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment. 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 it 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.

This position is responsible for expanding NNEDV’s reach through social and other online media, drafting outreach and other program materials, and other communications or development activities. The position is based in Washington, DC, and some travel may be required.

Responsibilities:
- Draft communication materials (including outreach emails and press releases) for advocates, coalitions, the general public, the press, and other stakeholders
- Draft posts for NNEDV’s website (NNEDV.org) on issues relevant to ending domestic violence and NNEDV’s signature programs
- Assist with NNEDV website updates and maintenance, in coordination with NNEDV’s off-site IT team and the Development & Communications team
- Draft social media content, schedule content, and monitor social platforms, including updating internal tracking tools and generating reports on reach and impact
- Update and maintain NNEDV’s Press List and media tracking tools
- Plan and coordinate logistics fundraising events
- Coordinate with staff to create tip sheets, brochures, and other educational and promotional resources and content
- Assist with creation of visual collateral for events, social media, and the website
- Print materials for distribution to the public at various outreach events and maintain internal inventory of these materials
- Maintain inventory of products of NNEDV’s online store and liaise with vendor
• Support other organization activities and events as needed and other duties as assigned

**Required Skills/Education/Qualifications:**
A successful applicant MUST have:
• Two or more years of experience in nonprofit development and communications
• Experience running social media campaigns for a cause on various platforms (Facebook, Twitter, and Instagram preferred)
• Experience with Wordpress
• Commitment to the agency mission and vision
• Excellent and compelling writing skills, including a strong grasp of English grammar, punctuation, copy editing, and proofreading skills
• Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy
• Excellent organizing skills with strong attention to detail and accuracy
• 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
• Highly organized and self-motivated with the ability to work independently
• 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
• Excellent computer skills, including familiarity with features of MS Office, particularly Excel, PowerPoint, and Word
• Bachelor’s degree or equivalent work experience with a nonprofit agency in a relevant area.

**Desired Skills/Qualifications:**
• Experience working within the movement to end violence against women
• Bilingual skills (reading, writing, and speaking) helpful (Spanish preferred)
• Video editing and other multi-media skills helpful
• Experience with Graphic Design

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

**To Apply:**
Please combine the following documents into one PDF: (1) cover letter, (2) resume, (3) salary expectations, and (4) two brief writing samples/excerpts: one article and one other campaign, to Emily Dahl, Development & Communications Manager, and Latifa Lyles, Vice President of External Relations, at DevJob@nnedv.org. Please note “Development & Communications Coordinator” in the subject line. Applications received
before December 20, 2018 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please.

Anticipated Salary Range:
The candidate will start in one of the below levels, based on qualifications & experience:
- Coordinator: $40,000 - $55,000 annually (2+ years relevant experience)
- Senior Coordinator: $50,000 - $65,000 annually (4+ years relevant experience)

**Benefits:**
NNEDV pays the entire cost for each employee’s Health (HMO plan option), 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!