



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

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**Full-time Position Available:**

**Deputy Director, Capacity Technical Assistance Project at the National Network to End Domestic Violence**

The National Network to End Domestic Violence (NNEDV) seeks a highly motivated and skilled Deputy Director to join its Capacity Technical Assistance Team. This is a great opportunity for an experienced leader interested in making a significant impact on national work to end domestic violence.

NNEDV is a social change organization dedicated to creating a social, political and economic environment in which domestic violence 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, as well as local domestic violence, sexual violence and stalking programs, Family Violence Prevention and Services Act (FVPSA) State Administrators, and other stakeholders, including governmental agencies. NNEDV's Capacity Technical Assistance 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 Capacity TA Project at <https://nnedv.org/content/coalition-capacity/>.

The Capacity Technical Assistance Deputy Director 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 and FVPSA State Administrators, supervision of support staff, training, and facilitation of meetings.

**Primary Responsibilities**

- Develop and implement training and technical assistance to coalition leaders, including executive coaching on working with boards of directors, non-profit management, and personnel management.
- Develop and implement training and technical assistance to FVPSA State Administrators including peer-to-peer coaching sessions, onboarding new state administrators, and supporting FVPSA program guidance and the FVPSA final rule.
- Build and nurture relationships with member coalitions and FVPSA State Administrators.
- Respond to daily technical assistance requests from FVPSA State Administrators as well as state and territory coalition leaders and staff.
- Coordinate with funders and other national TA providers by phone, meetings and email, providing information and referrals as needed.
- Develop 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 trainings, webinars and regional meetings for FVPSA State Administrators. This may include selection and communication with presenters, meeting facilitation and/or presentation and coordination around funder requirements.
- Work closely with the FVPSA staff at the Federal Department of Health and Human Services to ensure implementation of all grant deliverables.
- Draft program- and grant-required reports and ensure that training and technical assistance data is accurately collected and reported.
- Work closely with tribal partners and culturally specific partners to ensure administrators and coalitions are responsive to needs in their communities.
- Work with coalitions to build diverse staff and programs that are responsive to the needs of all survivors, especially those in tribal communities, communities of color, and other underserved or overrepresented communities.

#### **Other Responsibilities:**

- 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.
- 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 and assist with agency-wide activities and events as needed.

#### **Required Skills/Education/Qualifications:**

- At least 9 years of total relevant experience, including at least 7 years of experience in the field of domestic violence, preferably at a state or territory coalition or as a FVPSA State Administrator
- 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.
- Demonstrated commitment to an anti-oppression framework.
- Demonstrated commitment to diversity, equity and inclusion.
- 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; collaborate across different perspectives; 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 timeframes, and produce high quality work.
- Demonstrated skills in goal setting, problem solving, creative and analytic thinking, and organization.
- Excellent computer skills, including familiarity with advanced features of MS Office, particularly Excel, PowerPoint, and Word.
- Bachelor's degree or equivalent experience.
- Willingness to travel 25-40% of the time (when normal operations resume).

**Desired Skills/Qualifications:**

- Supervisory experience
- Bilingual skills (Reading, writing, and speaking - Spanish preferred)
- Experience working with and supporting state funding administrators
- Experience working with and supporting Tribal coalitions and Tribal programs
- Experience working with and supporting culturally specific organizations/communities

**To Apply:** Please email the below items to Beth Meeks, Capacity Technical Assistance Director, at [capacityjobs@nnev.org](mailto:capacityjobs@nnev.org). (No U.S. mail or faxes please.)

- a) Cover letter
- b) Resume
- c) Salary expectations
- d) Writing sample
- e) An example or detailed description of capacity-building work you have done (workshop descriptions, training materials, handouts, excerpt from a manual, etc.)
- f) An example or detailed description of work you have done to dismantle oppression and work toward social justice (same options as above)

All of the above items (cover letter, resume, salary expectations, writing sample, example of capacity-building work and example of work to dismantle oppression) should be combined into a single email attachment in PDF form, and your cover letter should also be pasted into the body of the email.

Applications received by **August 21, 2020** will be given priority; however, the position will remain open until filled.

**Location/Travel:** This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. NNEDV is telework ready and the position may initially start based at home as needed during the COVID epidemic. Under normal operations, this position requires regular travel (approximately 25-40% of the time). While working out of the DC office is preferred when normal operations resume, the option to work at a permanent remote location will be considered. Salary may be adjusted for remote staff based on locality.

**Anticipated Salary Range in Washington, D.C., based on qualifications and experience: \$85,000 – \$105,000.**

**Benefits:** NNEDV pays the entire cost for each employee's Health (HMO plan), 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 18 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.

**We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.**