



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

1325 Massachusetts Ave NW  
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**Full-Time Position Available:**

**Grants and Development Specialist at the National Network to End Domestic Violence**

The National Network to End Domestic Violence (NNEDV) seeks a Grants and Development Specialist to join our Development and Communications Team. The Specialist is responsible for administering at least seven federal cooperative agreements, in addition to administering several large private grants. The position is also responsible for researching and applying for new government and private grants. This is a great opportunity to apply your writing and grants management skills in a dynamic and mission-focused organization.

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, transitional housing programs, and the general public.

**Responsibilities**

- Research government, corporate, foundation and individual funding opportunities that match the programmatic goals and funding needs of the organization. Maintain files related to this research and outreach.
- Write competitive grant proposals and letters of intent for government grants and private foundations, along with tracking application progress and conducting follow up as needed.
- Track multiple deadlines and coordinate with various staff around those deadlines to ensure grant and reporting due dates are met.
- Maintain organizational grant and cooperative agreement files for each project and funding opportunity.
- Work closely and meet regularly with program managers and Finance staff to develop and monitor project budgets that meet the requirements of each project and/or funding opportunity.
- Collaborate with program staff to ensure compliance with funder special conditions on all federally funded projects. Work closely with Finance and program staff to ensure compliance with federal grants financial guidance.
- Review and submit all modifications and program requests for federally funded projects. Track the funder approval processes for these requests and communicate resolution to staff.
- Support relationship management with federal and private funders with NNEDV leadership. Follow up to ensure that all grants are on target based on timelines, funder expectations, and deliverables.
- Collect information for and write and submit federal cooperative agreement and private grant reports. Produce web and deliverables metrics for reporting purposes using Google Analytics, WordPress, SurveyMonkey, and other tools.
- Manage the technical assistance and training database platform and produce quarterly and semiannual data reports.
- Review and submit award revisions and/or adjustments to funders in a timely manner.
- Support fundraising event logistics as needed.
- Assist in creating NNEDV's signature publication, the annual Domestic Violence Counts report.
- Participate in and assist with other organization activities and events as needed.

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

A successful candidate will possess:

- Minimum five years of relevant work experience.
- Proven success in applying for grants. At least 3 years of grant writing and management experience, including a minimum of two years of experience with government grants. Please specify the awarding agency in your resume and/or cover letter.
- Experience creating, editing, or assisting with government grant narratives, reporting standards, budgets, modifications, and other requirements.
- Excellent and compelling writing skills, including a strong grasp of English grammar, punctuation, copy editing, and proofreading skills.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress, and adjust activities to complete tasks within established time frames.
- Ability to establish timelines and keep staff informed of and in compliance with timelines.
- Excellent attention to detail and accuracy.
- Highly organized and self-motivated with the ability to work independently.
- Experience using quantitative and qualitative analytics and information to create reports and proposals.
- Excellent interpersonal and strong communications skills and ability to collaborate effectively with colleagues across all programs and effectively discern feedback to balance with agency priorities.
- Excellent computer skills, including familiarity with advanced features of MS Office (particularly Excel, PowerPoint, Word), website CMS (WordPress preferred), InDesign, and donor database software (Salsa preferred).
- Demonstrated commitment to diversity, equity, and inclusion.

## **Desired Skills/Qualifications**

- Experience managing cooperative agreements and/or grant awards from the Office on Violence Against Women (OVW) at the U.S. Department of Justice (DOJ), Office for Victims of Crime (OVC) at DOJ, and/or the Family Violence Prevention and Services Office at the U.S. Department of Health and Human Services (HHS).
- Track record of productive relationships with foundations and corporate sponsors.
- Experience with Coalition Manager.
- Experience working within the domestic violence movement and familiarity with a survivor-centered approach.

## **Location**

This position offers a flexible and collegial working environment in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. At the time of this posting, NNEDV is in remote status. NNEDV is telework ready and the position may initially start based at home as needed during the COVID-19 pandemic.

## **To Apply**

Send cover letter, resume, salary expectations, and a relevant writing sample (Letter of Intent, etc.), to Human Resources Director, at [grantsjob@nnedv.org](mailto:grantsjob@nnedv.org). Applications that do not contain all of the required items will not be considered. Cover letter, resume, salary expectations, and writing sample 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 November 12, 2020 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please.

**Anticipated Salary Range** based on qualifications and experience: \$70,000 - \$85,000 annually.

**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.**