



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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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: 1) administering at least seven federal cooperative agreements, in addition to administering several large private grants; and 2) researching and applying for new funding from public and private funders. 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/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

RESPONSIBILITIES

- **Grants Management for Public and Private Awards.** This includes: 1) maintaining organizational grant and cooperative agreement files for each project and funding opportunity; 2) tracking multiple deadlines and coordinating with various staff around those deadlines to ensure grant and reporting due dates are met; 3) reviewing and submitting all modifications and program requests for federally-funded projects; and 4) tracking funder approval processes for these requests and communicating resolution to staff.
- **Ensuring Grant Compliance.** This includes: 1) collaborating with NNEDV program staff to ensure compliance with funder special conditions on all federally-funded projects; 2) working closely with NNEDV finance and program staff to ensure compliance with federal grants financial guidance; and 3) working closely and meeting regularly with program managers and finance staff to develop and monitor project budgets that meet the requirements of each project and/or funding opportunity.
- **Institutional Fundraising and Grantseeking.** This includes: 1) researching government, corporate, foundation and individual funding opportunities that match the programmatic goals and funding needs of the organization; 2) maintaining files related to this research and outreach; 3) writing competitive grant proposals and letters of intent; and 4) tracking application progress and conducting follow up, as needed.
- **Effective Knowledge Management and Communication.** This includes: 1) collecting information for, writing, and submitting grant reports; 2) producing web and deliverables metrics for reporting purposes using Google Analytics, WordPress, SurveyMonkey, TA Manager, and other tools; 3) supporting relationship management with federal and private funders with NNEDV leadership; and 4) conducting follow up to ensure that all grants are on target based on timelines, funder expectations, and deliverables.
- **Collaborate on Organizational Initiatives.** This includes: 1) supporting fundraising event logistics, as needed; 2) assisting in creating NNEDV's signature publication, the annual Domestic Violence Counts report; and 3) participating in and assisting with other organization activities and events, as needed.

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS

A successful candidate will possess:

- **Minimum Five Years of Relevant Work Experience.** This includes: 1) at least 3 years of grant writing and management experience; and 2) a minimum of two years of experience with government grants or cooperative agreements. *Please specify the awarding agency in your resume and/or cover letter.*
- **Excellent Writing and Communication Skills.** This includes: 1) experience creating, editing, or assisting with government grant narratives, reporting standards, budgets, modifications, and other requirements; 2) a strong grasp of English grammar, punctuation, copy editing, and proofreading skills; 3) experience using quantitative and qualitative analytics and information to create reports and proposals; and 4) 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.
- **Ability to Effectively Manage Competing Priorities and Deadlines.** This includes: 1) demonstrated ability to handle multiple tasks, manage time, evaluate progress, and adjust activities to complete tasks within established time frames; 2) ability to establish timelines and keep staff informed of and in compliance with timelines; 3) self-motivated; and 4) ability to work independently.
- **Excellent Attention to Detail and Accuracy.** This includes: 1) highly organized; and 2) ability to review material for both content and grammar.
- **Strong Tech Literacy.** This includes: 1) excellent computer skills, including familiarity with advanced features of MS Office (particularly Excel, PowerPoint, Word), Slack, and Microsoft Outlook; 2) familiarity with website CMS (WordPress preferred), InDesign, and donor database software (Salsa preferred); and 3) familiarity with data analytics tools (SurveyMonkey and TA Manager preferred).
- **Commitment to the Organizational Mission.** This includes: 1) understanding of coalition building work; 2) demonstrated commitment to anti-violence work and a survivor-centered approach, specifically anti-domestic violence work; and 3) demonstrated commitment to diversity, equity, and inclusion.

DESIRED SKILLS AND QUALIFICATIONS

- **OVW, OVC, or FVPSA Grants Management Experience.** This includes: 1) 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).
- **Experience Working with Foundations and Corporate Funders.** This includes: 1) track record of productive relationships with foundations and corporate sponsors; and 2) familiarity with fundraising for nonprofit organizations working toward women's rights and racial justice.
- **Experience in the Domestic Violence Field.** This includes: 1) experience working within the movement to end domestic violence, such as at a state/territory coalition or local program.

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.

NNEDV will also consider non-DC based, remote applicants for this position. Please indicate in your cover letter if you are applying as a remote-only applicant.

TO APPLY

Send: 1) cover letter, 2) resume, 3) salary expectations, and 4) a relevant writing sample, to Human Resources Director, at grantsjob@nnedv.org. Please combine the four application components listed

here into a single PDF and attach to your email. Please copy and paste your cover letter into the body of the email.

Applications that do not contain all of the required items will not be considered.

Applications received by February 2, 2021 will be given priority; however, the position will remain open until filled.

No U.S. mail or faxes please.

SALARY

- This is a full-time, exempt position.
- Minimum starting salary for this position, if based in Washington, DC is \$70,000 annually. Minimum starting salary may be adjusted for remote-based staff based on locality.

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 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.