



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

1325 Massachusetts Ave NW
7th Floor
Washington, DC 20005-4188

NNEDV.org
phone: 202.543.5566
fax: 202.543.5626

Full-Time Position Available:

Director of Development and Communications at the National Network to End Domestic Violence

The National Network 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/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

Director

NNEDV seeks an experienced Director to head its Development and Communications team. The Director is responsible for: 1) developing and executing strategies to meet the fundraising needs of an organization with a current budget of between \$6.5 and \$7 million and seeking to grow; 2) developing and executing strategies for NNEDV's overall communications work; and 3) supervising a current team of four staff. This position is a great opportunity to apply your management skills and thought leadership in a dynamic and mission-focused organization. This position reports to the President and CEO, works closely with internal organizational leaders, and is an ambassador for the organization.

RESPONSIBILITIES

- **Organizational Leadership and Management.** This includes: 1) collaborating with NNEDV's senior staff to advance organizational goals; 2) providing supervision and leadership to NNEDV's Development and Communications staff members; 3) visioning team-specific goals and guiding staff toward success; and 4) in all aspects of this position, prioritizing cost-effective and time-efficient methods.
- **Develop and Implement Strategies for Organization's Overall Fundraising Efforts.** This includes: 1) overseeing institutional and individual giving tactics and providing supervision and guidance to staff on implementation; 2) building strong and successful relationships with funders, including corporations, foundations, or other individual donors to secure major gift level funding (\$50K+) for NNEDV's signature projects and areas of expertise; 3) building trust and strong relationships internally for effective collaboration; 4) working closely with NNEDV leadership, finance, and program teams to produce compelling and effective proposals for funding; and 5) creating and implementing fundraising event(s), either in-person or virtual.
- **Develop and Implement Strategies for the Organization's Overall Communications Efforts.** This includes: 1) maintaining NNEDV's unique nonprofit brand voice, utilizing a survivor-centered, trauma-informed approach; 2) overseeing the development and execution of education and outreach campaigns to increase NNEDV's profile and increase the public understanding of the dynamics of domestic violence; 3) ensuring strength of internal branding strategies across all NNEDV materials, including signature events; 4) building strong and successful relationships with journalists and reporters; and 5) overseeing NNEDV's online presence, including ensuring fresh content is created and branding is consistent across its websites (NNEDV.org, TechSafety.org, and WomensLaw.org), social media platforms, and other online platforms).
- **Ensure Compliance with Funders' Programmatic and Budgetary Requirements.** This includes: 1) collaborating across NNEDV teams and projects to ensure compliance requirements are in

place from public and private funders (e.g., with funder special conditions on all federally-funded projects, donor-designated requirements from private funders); 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.

- **Effective Knowledge Management and Communication.** This includes: 1) maintaining regular, appropriate communications with funders and donors to increase efficacy of fundraising efforts; 2) relationship management and donor stewardship efforts; 3) internal reporting and communications efforts; 4) overseeing development and distribution of some of NNEDV's organizational, cross-team products, including its Annual Reports, Board Reports, and Domestic Violence Counts Reports.
- **Collaborate on Organizational Initiatives.** This includes participating in and assisting with other organization activities and events, as needed.

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS

A successful candidate will possess:

Director level requires a minimum of 12 years of relevant work experience.

- **Minimum Twelve Years of Relevant Work Experience.** This includes: 1) fundraising experience, including all aspects of grant seeking, individual giving, and online fundraising; 2) relevant communications experience, including a demonstrated understanding of an intersectional, survivor-centered, trauma-informed approach; and 3) leadership experience (including supervision).
- **Excellent Writing and Communication Skills.** This includes: 1) strong framing experience (e.g., in statements, program design, etc.); 2) a strong grasp of English grammar, punctuation, copy editing, and proofreading skills; 3) excellent interpersonal and strong communications skills and ability to collaborate effectively with colleagues across all programs; 4) the ability to deliver and receive constructive, timely feedback; and 5) the ability to re-prioritize as needed and communicate with staff as agency priorities shift.
- **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 for self, supervised staff, and on collaborating teams; 2) ability to establish timelines and keep all relevant stakeholders 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 and provide feedback on 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; and 2) familiarity with website CMS (WordPress preferred), InDesign, and donor database software (Salsa preferred).
- **Commitment to the Organizational Mission.** This includes: 1) understanding of coalition building work; 2) demonstrated commitment to anti-violence work, 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 in the Domestic Violence Field.** This includes experience working within the movement to end domestic violence, such as at a state/territorial coalition or local program.

LOCATION

This position offers a flexible and collegial working environment based 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: 1) cover letter, 2) resume, and 3) a relevant writing sample, to Deborah J. Vagins, at DevCommDirector@nnedv.org. Please combine the three 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 April 28, 2021 will be given priority; however, the position will remain open until filled.

No U.S. mail or faxes please.

SALARY RANGE

- This is a full-time, exempt position.
- Minimum starting salary for this position is \$100,000.

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 provides 18 paid holidays (including the last full week of each year), three weeks of annual leave (accrued monthly), and 10 days of sick leave.
- 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.