



NNEVD
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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

NNEVD.org
phone: 202.543.5566
fax: 202.543.5626

Full-Time Position Available:

Grants and Development Specialist/Senior Specialist at 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 and territorial domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

The National Network to End Domestic Violence (NNEDV) seeks a **Grants and Development Specialist/Senior Specialist** to join our Development and Communications Team. The position is responsible for: 1) administering at least seven federal cooperative agreements and several large corporate and foundation grants; 2) researching new corporate and foundation grant opportunities and drafting letters of intent and grant applications; and 3) applying for new funding from current public and private funders. This is a great opportunity to apply your writing and grants management skills in a dynamic and mission-focused organization.

RESPONSIBILITIES

- **Grants Management for Public 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; 4) tracking funder approval processes for these requests and communicating resolution to staff; and drafting, reviewing, and submitting quarterly and semi-annual reports, as required by federal funders.
- **Grants Management for Private Awards** This includes: 1) maintaining grant files for each funder and tracking deliverables; and 2) tracking reporting and reapplication deadlines and coordinating with various staff around those deadlines to ensure grant and reporting due dates are met.
- **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, in collaboration with others in the Development team: 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.** Managing data collection and reporting processes across the organization. This includes: 1) implementing and standardizing data collection and monthly reporting across program teams; 2) collecting information for writing, and submitting grant reports; 3) producing web and deliverables metrics for reporting purposes using Google Analytics, WordPress, SurveyMonkey, TA Manager, and other tools; 4) supporting relationship management with federal and private funders with NNEDV leadership; and 5) conducting follow up to ensure that all grants are on target based on timelines, funder expectations, and deliverables.

REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS

Specialist position requires 5 years of relevant work experience.

Senior Specialist position requires 7 years of relevant work experience.

A successful candidate will possess:

- **Relevant Grants Experience.** This includes at least 5 years of experience: 1) in grant writing and management experience; and 2) with government grants or cooperative agreements.
- **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 with JustGrants (or earlier iterations) required.
- **Experience Working with Foundations and Corporate Funders.** This includes: 1) a 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.
- **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) ability to be self-motivated; and 4) ability to work independently and under pressure.
- **Excellent Attention to Detail and Accuracy.** This includes: 1) being 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 donor database software (Salsa preferred); and 3) experience 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, anti-domestic violence work, and racial equity work; and 3) demonstrated commitment to diversity, equity, and inclusion.
- **Experience in the Domestic Violence Field.** This includes, but is not limited to: 1) experience working within the movement to end domestic violence, such as at a state or territorial 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, and 3) a brief, relevant writing sample, to Lisa Winjum, at grantsjob@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 October 1, 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 the Specialist is \$70,000, if based in DC.
- Minimum starting salary for the Senior Specialist position is \$75,000, if based in DC.
- Salary may be adjusted for experience and 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.