



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

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**Two Full-Time Positions Available:**

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

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, Family Violence Prevention and Services Act (FVPSA) State Administrators, and other stakeholders, including governmental agencies 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.

NNEDV seeks two highly motivated and skilled **Deputy Directors** to join its Capacity Technical Assistance team. These are exempt, full time positions. This is a great opportunity for an experienced leader interested in making a significant impact on national work to end domestic violence.

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 Technical Assistance 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 territorial domestic violence and dual coalitions and FVPSA State Administrators, supervision of support staff, training, and facilitation of meetings.

**Responsibilities:**

- Develop and implement training and technical assistance to coalition leaders, including executive coaching on working with boards of directors, nonprofit 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 with a focus on guidance related to COVID and the allowable uses of funding meant to address COVID-related needs.

- 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 territorial coalition leaders and staff with an emphasis on TA related to COVID and the use of FVPSA funding related to mitigation and testing.
- 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 territorial 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 underrepresented communities.
- Have commitment to the organizational mission, including: 1) understanding of coalition work; 2) demonstrated commitment to anti-violence work, anti-domestic violence work, and racial equity; and 3) an ardent respect for domestic violence survivors.

#### **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 work 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.
- Advance NNEDV's commitment to racial equity and inclusion on all levels, internally and externally as part of its core mission, ensuring that work is coordinated, effective, survivor-centered, and rooted in racial justice.

#### **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 prevention, preferably at a state or territorial 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 nonprofit 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.
- 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@nedv.org](mailto:capacityjobs@nedv.org). (No U.S. mail or faxes please.)

- a) Cover letter
- b) Resume
- c) Writing sample
- d) An example or detailed description of capacity-building work you have done (workshop descriptions, training materials, handouts, excerpt from a manual, etc.)
- e) 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, 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 **February 15, 2022** 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 pandemic. Under normal operations, these positions require regular travel (approximately 25-40% of the time).

While working out of the DC office is preferred when normal operations resume, 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.

**Salary:**

- This is a full-time, exempt position.
- Minimum starting salary for the position is \$85,000, if based in DC.
- Salary may be adjusted for experience and for remote-based staff based on locality.
- **This position is currently funded through 2025 through the American Rescue Plan FVPSA funding.**

**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 19 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.**