



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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**Full-Time, Exempt Position Available:
Development Specialist/Senior Specialist**

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 **Development Specialist/Senior Specialist** to join our Development and Communications Team. The position is responsible for: 1) managing grants and partnerships with existing corporate and foundation funders; 2) applying for new funding from current private funders; 3) researching new corporate and foundation grant opportunities and drafting letters of intent and grant applications to secure new funding aligned with organizational and programmatic goals; 4) drafting individual donor solicitations, including digital fundraising and major donor solicitations; 5) developing special events and creating event sponsorship solicitations; 6) drafting and developing fundraising-related content including acknowledgement letters, newsletters, annual reports, and digital fundraising content; and, 6) monthly reporting on fundraising goals, progress, and metrics.

The position is based in Washington, D.C., and some travel may be required.

RESPONSIBILITIES

- **Prospect Research:** Exploring funding opportunities with individual, foundation, corporate, and major donors in alignment with organizational and programmatic goals.
- **Grants Management for Private Awards:** Tracking reporting and reapplication deadlines; coordinating with program and finance team staff to ensure grant and reporting due dates are met; and maintaining grant files for each funder and tracking deliverables.
- **Individual Donor Stewardship and Management:** Building and nurturing our base of individual donors and supporters, including developing a major donor program.
- **Digital Fundraising and Donor Engagement:** Creating and executing a comprehensive content and communications strategy, including regular e-mail solicitations, social media, and Giving Tuesday campaigns; and drafting digital fundraising content and acknowledgement letters.

- **Development Operations:** Managing donor database and gift entry, maintaining prospect files; producing monthly reporting on revenue from all sources and tracking fundraising progress/metrics; and liaising with NNEDV's finance team on budgets and required financial materials/information for grant applications and grant reports.
- **Effective Communications:** Collecting information from internal and external partners to write and submit grant applications and reports; supporting relationship management with private funders with NNEDV leadership; drafting content for solicitations, sponsorship menus, annual reports, publications, acknowledgement letters, digital fundraising content, and other related documentation; and following up to support and cultivate donors that result in repeat and/or larger gifts.
- **Special Events:** Planning and coordinating fundraising events for NNEDV.
- **Corporate Sponsor Management:** Developing sponsorship menus and soliciting sponsors for NNEDV's annual events, including managing sponsor benefit records.
- Other duties as assigned.

REQUIRED SKILLS/EDUCATION/QUALIFICATIONS

Specialist position requires five years of relevant work experience.

Senior Specialist position requires seven years of relevant work experience.

A successful candidate will possess:

- Experience managing productive relationships with foundations and corporate donors
- Experience researching prospects and successfully converting them into donors
- Excellent donor stewardship and relationship management skills
- Excellent proposal management skills
- Excellent writing, interpersonal, and communication skills
- Familiarity with fundraising for nonprofit organizations working towards women's rights and racial justice
- Demonstrated ability to collaborate effectively with colleagues across all programs and discern feedback to balance with organizational priorities
- Demonstrated success in effectively managing competing priorities and deadlines
- Meticulous attention to detail and accuracy
- Knowledge of and experience with online platforms for donor management, digital marketing, online fundraising, online advocacy, and peer-to-peer fundraising tools (Salsa Labs, Classy, Network for Good, or other CRM); and proficiency in MS Office software and meeting platforms (e.g., Zoom)
- Demonstrated commitment to the organizational mission, including to anti-violence work, anti-domestic violence work, and racial equity, and an ardent respect for domestic violence survivors

LOCATION

This is an exempt, full-time, DC office-based position; candidates will be considered who will be in the greater DC metro commuting area. Because of COVID-19 precautions, currently, NNEDV is in a voluntary work-from-home status; however, the position will ultimately work out of our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro.

TO APPLY

- Send 1) cover letter, 2) resume, and 3) a brief, relevant writing sample, to Lisa Winjum, Director of Development and Communications, and Sandeep Bathala, Vice President of External Affairs, at DevJob@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 before **March 31, 2023** will be given priority; however, the position will remain open until filled.
- No U.S. mail or faxes please.

SALARY AND BENEFITS

- This is a full-time, exempt position.
- Minimum starting salary for the Specialist position is \$70,000 annually, adjusted commensurate with experience.
- Minimum starting salary for the Senior Specialist position is \$75,000, adjusted commensurate with experience.
- 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), where eligible under our plan documents.
- NNEDV provides 19 paid holidays, including the last full week of each year, 15 days of accrued annual leave, and 10 days of accrued 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.