



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, 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.

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 corporate and foundation funders; 2) researching and applying for new corporate and foundation funding; 3) drafting letters of intent and grant applications to secure new and continuation funding aligned with organizational and programmatic goals; 4) drafting individual donor solicitations, including digital fundraising content and major donor solicitations; 5) special events and event sponsorship solicitations; 6) drafting and developing fundraising content, gift acknowledgement letters, and funder impact and annual reports; and 7) monthly reports on fundraising goals, progress, and metrics.

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

RESPONSIBILITIES

- **Development Operations:** Managing donor database and gift entry; maintaining prospect files; producing monthly reporting on revenue from all sources; tracking fundraising progress/metrics; and liaising with NNEDV's Finance team on budgets and required financial materials/information for grant applications and grant reports.
- **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 campaign; and drafting digital fundraising content and acknowledgement letters.
- **Grant Management:** Maintaining grant files for each funder; tracking grant deliverables, application/reapplication deadlines, and reporting deadlines; and coordinating with program and Finance teams to draft compelling grant reports and grant applications.

- **Effective Communications:** Writing and submitting grant applications and reports; and drafting digital fundraising content, publications, acknowledgement letters, and other related documents.
- **Special Events and Event Sponsor Management:** Planning fundraising events and managing sponsorship solicitations for NNEDV's signature events.
- **Prospect Research:** Exploring funding opportunities with individual, foundation, corporate, and major donors in alignment with organizational and programmatic goals.
- 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:

- 5 or more years of experience successfully fundraising for a nonprofit organization
- 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
- Demonstrated success in effectively managing competing priorities and deadlines
- Flawless 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 may not be considered.
- Applications received before **April 30, 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.