NATIONAL NETWORK TO END DOMESTIC VIOLENCE
JOB ANNOUNCEMENT

POSITION TITLE: Senior CTA Specialist
POSITION TYPE: Full Time
FLSA STATUS: Exempt
PAY RANGE: $90,000--$95,000 per year
APPLICATION DEADLINE: January 9, 2026

JOB SUMMARY: The Capacity Technical Assistance (CTA) Senior Specialist provides comprehensive, specialized technical assistance and training to domestic violence coalitions and FVPSA State Administrators to help them best address the needs of victims and local domestic violence programs. This position is responsible for designing and implementing technical assistance and training programs, facilitating meetings, developing resource materials, managing listservs, and other key activities to support our grant-related projects and meet the needs of domestic violence coalitions and grantees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and nurture relationships with state/territory DV coalitions and FVPSA State Administrators.
- Develop and respond to technical assistance requests from state and territorial DV coalition leaders and staff on a wide range of topics related to nonprofit management, Board of Directors governance needs, program delivery, and other capacity-building needs.
- Develop and respond to technical assistance requests from FVPSA State Administrators on a wide range of topics related to developing state plans, monitoring subgrantees, grants compliance, and other issues relevant to administering FVPSA funds.
- Coordinate with funders and other national TA providers, providing information and referrals as needed.
- Develop resources and training materials regarding specialized issues impacting state and territorial DV coalitions and FVPSA State Administrators, such as board development and strategic planning, leadership transition, federal grants management/compliance, and organizational policies for coalitions based on best practices.
- Lead in the development and execution of training, webinars, and regional meetings for FVPSA State Administrators and state/territory DV coalitions. This may include selection and communication with presenters, meeting facilitation and/or presentation, and coordination around funder requirements.

- Develop program- and grant-required reports, and ensure that training and technical assistance data is accurately collected and reported.
- Commit to the organizational mission, including: 1) understanding of state domestic violence coalition work; 2) demonstrated commitment to anti-violence work, anti-domestic violence work; and 3) demonstrate a deep respect for and commitment to domestic violence survivors, grounded in survivor-centered work and a trauma-informed lens.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Significant leadership experience and knowledge of nonprofit organizations; grant management, specifically Violence Against Women Act and/or Family Violence Prevention Services Act grants; and program management experience.
- Experience developing and providing training and technical assistance to nonprofit boards, leaders, and support staff, preferably to state domestic violence or sexual assault coalitions specifically.
- Strong, collaborative leadership skills, with an ability to provide executive coaching to cultivate these skills in others.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Partner 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 member domestic violence coalitions, the organization, and the issue of domestic violence.
- Participate in and assist with agency-wide activities and events as needed.
- Demonstrated ability to work closely with stakeholders and partners, including the ability to understand and navigate sensitive or complex collaborative relationships.
- Outstanding public speaking, presentation, and facilitation skills.
- Strong written communication skills with exceptional attention to detail. 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.
- 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.

- Proficiency with MS Office (Outlook, Word, Excel, PowerPoint), Adobe, Dropbox, Zoom, project management software, Slack, GMS, and JustGrants.

LOCATION: Remote, with occasional travel required to D.C. for all-staff and team meetings. Regular travel is required to conduct in-person trainings, technical assistance, or grant-related meetings or conferences.

TO APPLY: Please email your resume and a cover letter explaining how your experience aligns with this role to talent@nnedv.org. Be sure to include 'Senior CTA Specialist' in the subject line.

ADA STATEMENT:
NNEDV is committed to providing reasonable accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need assistance or accommodation due to a disability, please contact HR.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:
NNEDV is committed to providing equal employment opportunities to all employees and applicants. We do not discriminate based on race, color, national origin, age, disability, religion, or other characteristic protected by law. We are dedicated to fostering a work environment that is fair, respectful, and free from discrimination, ensuring that all employees have the opportunity to succeed and thrive.

BENEFITS:
- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance