



NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

NNEDV

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Position Available: Grants and Development Specialist

The National Network to End Domestic Violence (NNEDV) seeks a highly motivated and high performing **Grants and Development Specialist**. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment. NNEDV is a social change organization dedicated to creating a social, political and economic environment in which violence against women no longer exists. NNEDV advocates for law, policies and funding to address domestic violence; and provides training, technical assistance, education, and support to state domestic violence coalitions; local domestic violence, sexual violence and stalking programs, transitional housing programs, and the general public.

The Grants and Development Specialist is responsible for administering at least six federal grant awards and cooperative agreements in addition to administering several large private grants. The Specialist is responsible for researching and applying for new private and government grants. This position is also responsible for cultivating donors, managing a donor database, and other development activities. The position is based in Washington, D.C., and some travel may be required.

Responsibilities

- Managing all grant contracts, including: working closely with the Finance Department to track grant receivables and expenditures; working closely with program managers to track grant deliverables and outcomes; maintaining contact with grant funders; ensuring that all grants are on target based on timelines, funder expectations, and deliverables; collecting information for grant applications and reporting, and submitting grant revisions and/or adjustments to grant funders in a timely manner.
- Researching government, corporate, foundation and individual funding opportunities that match the programmatic goals and funding needs of the organization.
- Writing grant proposals for government, corporations, private foundations and individual donors.
- Working closely with program managers to develop grant budgets that meet the requirements of each funding opportunity.
- Maintaining prospect/donor database and files.
- Writing and making donor solicitations; writing reports, publications, and acknowledgements.
- Supporting and cultivating donors with appropriate follow-up actions that result in repeat and/or larger gifts.
- Planning and coordinating fundraising event logistics as needed.
- Coordinating with other staff on various communications and social media initiatives.
- Participating in and assisting with other organization activities and events as needed.

Required Skills/Education/Qualifications

A successful applicant MUST have:

- Proven success in applying for grants. 3-5 years of grant writing and management experience, including a minimum of two years of experience with government grants. Experience with government grant narratives, reporting standards, budgets, and other requirements.
- Commitment to the agency mission and an understanding of a feminist philosophy.

- Experience administering government grant awards, applications, reports, and modifications.
- Excellent and compelling writing skills, including a strong grasp of English grammar, punctuation, copy editing, and proofreading skills.
- Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
- Excellent organizing skills with attention to detail and accuracy.
- Highly organized and self-motivated with the ability to work independently.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with a team, as part of an organization, and with other organizations and other professionals; treats all people with dignity and a respectful attitude; accepts, acts upon, and offers constructive criticism; and approaches situations with a sense of humor.
- Demonstrated goal setting, problem solving, creative/analytic thinking skills and organization skills.
- Excellent computer skills, including familiarity with advanced features of MS Office, particularly Excel, PowerPoint, Word and donor database software (Salsa preferred).
- Bachelor's degree or equivalent work experience with a nonprofit agency in a relevant area.

Desired Skills/Qualifications

- Experience managing Department of Justice grants.
- Experience working within the Violence Against Women movement.
- Bilingual skills (reading, writing, and speaking) helpful. Spanish preferred.
- Video editing and other multi-media skills helpful.
- Financial and management experience desirable.

To Apply

Send cover letter, resume, salary history and expectations, and two brief writing samples/excerpts: one representing a formal proposal and one campaign pitch or appeal, to Cindy Southworth Vice President of Development and Innovation at cs@nnev.org. Applications received before July 17, 2013 will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please. Competitive salary, based on qualifications and experience. NNEDV is an equal opportunity employer. Learn more about NNEDV at www.nnev.org