



## **JOB OPENING: ECONOMIC JUSTICE & MICROLOANS SPECIALIST**

Microloans make a difference, and so can you! The National Network to End Domestic Violence (NNEDV) seeks an experienced candidate to help shape and implement the Independence Project, NNEDV's new, nationally-scoped micro-loan credit building program specifically for survivors of domestic violence. Through the Independence Project, NNEDV will equip survivors, local program advocates, and state coalitions with tools, resources, and knowledge on financial abuse, financial empowerment, and credit building. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

NNEDV seeks a qualified individual who is experienced with finance, financial software, loans, and credit reporting, and understands the dynamics of domestic violence and the importance of programs that are survivor-centered. Working with the existing Economic Justice team, this position will help develop microloan program qualifications, applications, and parameters; provide ongoing training for domestic violence advocates and state coalition staff; ensure proper recordkeeping and reporting; and promote public knowledge of the project through outreach.

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 laws, 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 ideal candidate is highly dedicated and resourceful, committed to creating positive social change, and passionate about economic justice and ending violence against women.

### **RESPONSIBILITIES:**

Under the direct supervision of the Economic Justice Director, the Economic Justice & Microloans Specialist will:

- ★ Develop guidelines for the Independence Project (NNEDV's Micro-Loan Credit Building Program) consistent with trauma-informed service standards.
- ★ Develop and implement training on economic justice, credit building, and micro-finance.
- ★ Work closely with the Economic Justice & Microloans Coordinator, microloan applicants, and associated domestic violence coalitions, programs, and advocates to ensure that applicants successfully navigate the loan application process and meet all requirements.
- ★ Oversee the evaluation of loan applications and documentation, the issuing of loan checks, monitoring of loan re-payments, and reporting to credit bureaus.

- ★ Work with NNEDV's national partners to ensure coordination of resources.
- ★ Convene and/or attend and actively participate in national meetings for the purpose of building and sustaining partnerships to enhance our work.
- ★ Work closely with other NNEDV teams to ensure that programmatic and policy efforts are integrated and responsive to the needs of domestic violence survivors participating in Economic Justice programming.
- ★ Identify emerging issues and trends in the field and work to develop innovative training and technical assistance solutions and resources to address those issues.
- ★ Act as liaison to funders and nonprofit collaborative partners, as appropriate.
- ★ Work as a member of the NNEDV team—collaborating with other NNEDV programs and staff.
- ★ Other duties, as assigned.

### **REQUIRED SKILLS, EDUCATION, AND QUALIFICATIONS:**

The successful candidate will possess:

- ★ Experience in finance, loans, and credit reporting.
- ★ Familiarity with financial software, such as Quicken and Mint.
- ★ At least five years of experience in loans, microfinance, or a related field.
- ★ Management experience, with ability to manage multiple projects and overlapping timelines.
- ★ Outstanding speaking and communication skills (written and oral), excellent grammar and spelling, and top notch training and facilitation skills.
- ★ Excellent organizational skills, with high accuracy and attention to detail.
- ★ Solid computer skills, including Microsoft Office suite.
- ★ 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 difficult situations with a sense of humor.
- ★ Commitment to NNEDV's mission.
- ★ Strong advocacy skills and an egalitarian, feminist, survivor-centered philosophy.
- ★ Bachelor's degree or equivalent work experience in a relevant area.

### **DESIRED SKILLS/QUALIFICATIONS:**

- ★ Knowledge and understanding of the dynamics of domestic violence, sexual assault, and/or stalking.

- ★ Bilingual skills (i.e., reading, writing, and speaking). Spanish preferred.

**HOW TO APPLY:**

Send descriptive cover letter, resume, salary history and expectations, and a writing sample/excerpt to the Hiring Committee at [employment@nedv.org](mailto:employment@nedv.org). Applications that do not contain all of the required items will not be considered. Please combine all of the required items into a single PDF attachment, and also paste your cover letter into the body of the email.

Thank you for applying!

**Applications received by June 1, 2016 will be given priority; however, the position will remain open until filled. No calls, U.S. mail, or faxes please.**

**LOCATION:**

1325 Massachusetts Avenue NW, 7<sup>th</sup> floor  
Washington, DC 20005

**DETAILS:**

Start date: July 1, 2016 (*anticipated*)

Application deadline: Open until filled, but applications received by June 1, 2016 will receive priority review (*see above*)

**EDUCATION REQUIREMENTS:**

Four-year degree or equivalent work experience

**EMPLOYMENT TYPE:**

Exempt, full-time position

**BENEFITS:**

Excellent benefits, including vacation, sick leave, health and life insurance, and 401(k) plan with employer contribution.