



Position: Director of Development and Communications
Supervisor: Executive Director

Organization Overview

The DC Coalition Against Domestic Violence (DCCADV, The Coalition) is a 501(c)(3) organization dedicated to creating a community where domestic violence is replaced with human dignity. DCCADV is the only federally recognized domestic violence coalition in the District of Columbia and serves as a resource for the thousands of adults and children experiencing domestic violence each year, as well as the local organizations that serve them. Our fundamental goals are to provide leadership and support, build awareness, and enhance the systemic response for survivors of domestic violence and their children in Washington, DC. As the District is a city made up of people from many life experiences, and a city whose population historically has been a majority Black people, DCCADV has a commitment to ensure that our organization operates with values centered in Diversity, Equity, Inclusion, and Belonging.

Position Summary

To ensure that the Coalition can efficiently and effectively support survivors of domestic violence and the organizations that support them, under the direction of the Executive Director, the Director of Development and Communications will be responsible for managing and overseeing all non-government revenue development and reporting, and communications efforts for the Coalition. Currently, DCCADV is an organization with a \$2 million budget and 10 staff members. Responsibilities include oversight of our contracted communications team ensuring streamlined messaging that is centered on the policy issues DCCADV is addressing, resources for survivors, ways for the public to engage in our advocacy efforts, and the impact of our collective work. The person in this position will collaborate with DCCADV staff and serve on the organization's Leadership Team. The Director of Development and Communications will work with members of the Leadership Team and communications team to compile programmatic and organizational messaging to utilize in fundraising efforts. Responsibilities also include building a more robust individual donor portfolio and growing revenue from corporate partnerships and foundations. We are looking for someone interested in the nuts and bolts of what makes an organization's fundraising and communication infrastructure function smoothly, and a track record of reliable and detailed work. The ideal candidate for this position enjoys the small stuff, but wants to make a big difference for survivors in DC in partnership with the full DCCADV staff.

Roles and Responsibilities

Specific position responsibilities include but are not limited to:

Fundraising Efforts

- In tandem with the Executive Director, develop and implement a multi-year fundraising plan to support the fiscal needs of the organization
- Prepare professional, creative, and comprehensive donor materials, including program-specific materials and slide decks

1101 14th Street, NW, Suite 300 • Washington, DC 20005 • 202.299.1181 • www.dccadv.org



- Develop and manage an individual giving and major gifts program, including oversight of individualized strategies for the identification, qualification, engagement, solicitation, and stewardship of prospects for major giving
- Actively manage a donor portfolio by personally participating in cultivation, solicitation, and stewardship, as well as collaborating with the Executive Director to ensure they are effectively supported and leveraged to achieve fundraising goals
- Develop and lead a corporate partnerships program and a foundation relations program, overseeing the cultivation, solicitation, and stewardship of donors in both portfolios
- Lead all aspects of private grants management—prospect research, proposal creation, report tracking, and production
- Manage and refine donor database to steward donor relationships for growth
- Serve as the staff lead for the Board’s Fundraising Committee
- Train and support Coalition Board members on implementing fundraising best practices

Communications Efforts

- Supervise outsourced communications team
- Oversee DCCADV’s strategic communications plan to broaden the public’s awareness of domestic violence, the Coalition’s role in supporting survivors, the support necessary for the organizations that support survivors, and increase the visibility of DCCADV to drive broader donor and community support
- Assist with writing, editing and production for website, blogs and podcasts
- Provide direction for capturing and sharing stories of DCCADV and our member programs

Related Skills and Experience

- Demonstrated knowledge of the dynamics of domestic violence (also referred to as intimate partner, gender-based, family violence and/or domestic terrorism), its prevalence, and community impact
- Demonstrated agreement and comfort with addressing the Coalition’s collective work through a racial and social justice lens—DCCADV recognizes that to truly address and ultimately prevent domestic violence it is critical to address systemic and racial inequities
- Commitment to the eradication of gender-based violence
- 8-10 years of relevant fund development and communications experience, and 5-7 years of supervisory experience
- Proven track record of progressive fundraising responsibilities, including developing donor relationships and propositions in the following areas: individual fundraising, non-government grant sources, corporate fundraising and major gift giving programs
- Proven track record of setting and meeting fundraising targets and goals, managing strategic partnerships, and utilizing internal resources for collective growth
- Proven relationship builder capable of initiating contact with prospective donors
- Ability to articulate a compelling case for giving and financial support
- Excellent communication, writing, and public speaking skills
- Strong critical thinking and analytical skills
- Ability to work autonomously and as a team member

- Ability to attend to multiple projects and tasks
- Candidate must be organized and able to handle multiple projects and deadlines

Additional Information

Benefits Package Includes

- Health Insurance – The Coalition contributes towards employee health insurance plans with an increased contribution if a child is added to the policy. The coverage selected— from 16 available health insurance plans—determines the employee cost of the premium
- Life insurance – A life insurance policy is paid by the Coalition on behalf of each employee
- Long- and Short-Term Disability Insurance – The plan will replace up to 60% of an employee’s weekly gross salary
- Retirement – The Coalition offers a 403(b) plan and employees may immediately make 100% vested pre-tax contributions to the plan. After six months, employees are eligible for a 1% discretionary employer match and up to an additional 3% employer match of employee’s salary
- Annual Time Off
 - 16 paid holidays, including winter break the last week of the calendar year
 - Vacation Time – 80 hours from hire to 35 months of service, 120 hours from 36 months to 71 months of service, 160 hours from 72 months to 107 months of service, 200 hours for 108+ months of service
 - Sick Time – 88 hours for all full-time employees
 - Paid Family Leave – Available following 12 contiguous months of service
- Optional Plans Available at Employee Expense
 - Dental and Vision Insurance
 - Flexible Spending Account
 - Aflac Supplemental Insurance
 - MetLife Voluntary Benefits
 - Supplemental Accidental Death and Dismemberment Insurance
 - Supplemental Term Life Insurance
 - Pre-tax Commuter Benefits
- Salary range, \$90,000-\$100,000 commensurate with experience
- The person filling this role must be willing to work a hybrid schedule in DCCADV’s office and be able to travel in and around DC, Maryland, and Northern Virginia for work purposes as needed
- DCCADV employees are subject to Mayoral orders regarding vaccination and masking requirements and expected to follow any subsequent mandates, as well as office policy
- Occasional evening and weekend hours may be required

To apply, send your resume and cover letter to info@dccadv.org with Director of Development and Communications in the Subject Line.