



Job Description

JOB TITLE: Organizational Advancement & Events Manager

STATUS: Exempt

REPORTS TO: Chief Operating Officer **SUPERVISES:** N/A

APPROVED BY: Chief Operating Officer DATE APPROVED: January 2019

Summary

The mission of the National Resource Center on Domestic Violence (NRC DV) is to strengthen and transform efforts to end domestic violence. The position will provide expert and collaborative management of NRC DV's fundraising efforts consistent with NRC DV's strategic and fund development plans to secure the diversified resources it needs to advance its mission and goals, including special events, major gifts, planned giving, sponsorships and donor cultivation. This will involve identifying, organizing and coordination of fundraising activities for NRC DV with a focus on new opportunities to obtain ongoing and increased support from corporations, foundations, public and private organizations, faith communities, and individuals. Additionally, this position will work closely with NRC DV's Communication Team to develop and implement a comprehensive marketing plan designed to support NRC DV's fund development activities.

Reporting directly to the Chief Operating Officer, the Organizational Advancement & Events Manager will be responsible for managing grant portfolios through their life cycles including awards, cooperative agreements and reports ensuring that NRC DV is in compliance with established grants management policies, procedures, and funding agencies' guidelines.

In coordination with the NRC DV's Management Team, this position is responsible for planning and implementing the NRC DV's national meetings and events. Additionally, the Organizational Advancement & Events Manager will assist in providing direct support to the Board of Directors and in managing the project management database with a thoroughly integrated approach accounting for NRC DV's annual goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides expert and collaborative management support to the CEO, COO, Board of Directors and the Fund Development Workgroup related to efforts to secure the

diversified resources it needs to advance its mission and goals, including but not limited to:

- Assisting with updating and maintaining of NRCDV's fund development plan, donor profiles and giving records with strategies for donors and prospects in each constituent group such as individuals, foundations, organizations, corporations, etc.;
 - Working with NRCDV's CEO and Fund Development Workgroup, support attainment of short and long-term advancement goals while ensuring alignment with NRCDV's strategic plan;
 - Providing monthly reports to the CEO and the board which measure progress towards achieving goals outlined in the strategic plan.
 - Creating and implementing strategies for donor development and cultivation which will provide a diverse and sustainable funding base for NRCDV including Identifying and pursuing new sources of corporate and foundation funding;
 - Keeping up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the Senior Leadership Team of items that would benefit NRCDV
 - Researching and assisting in developing approaches such as planned giving, solicitation of bequests, and endowment programs; and
 - Providing support in maintaining relationships with major donors of all types, developing strategies for solicitation, and soliciting or coordinating the solicitation by other staff, board members, as appropriate.
2. Prepares systems and maintains all grant portfolios while monitoring and assuring compliance with Federal funding agency, audit and programmatic guidelines including timely submission of grant applications and reports utilizing funders' on-line systems, including but not limited to:
- Organizing current grants by funding source, complying with the life cycle activities, and updating relevant staff;
 - Maintaining all grants applications platforms ensuring that they are up to date and assisting with setting up timelines & deliverables for grant applications;
 - Organizing, maintaining and archiving grant files per document retention policies;
 - Researching availability of grants that match NRCDV's needs, mission and priorities; and
 - Assisting in preparing and submitting grant applications, progress reports according to established requirements and timelines.
3. Provides leadership and assistance in planning and hosting NRCDV national meetings and workgroups, including: all aspects of planning and coordination of logistics for such meetings; all notices, registrations, hotel

- and travel reservations, and other necessary logistics and support for special projects or activities, including but not limited to:
- Utilizing NRCDV's database and other platforms to send out invitations, confirm attendance and manage events;
 - Soliciting proposals from hotels and finalizing hotel contracts in compliance with NRCDV guidelines;
 - Setting timelines and action steps for meetings including planning menus and finalizing rooming lists;
 - Preparing meeting materials, including folders, name badges, and name tents in coordination with relevant NRCDV staff;
 - Planning and coordinating travel for meeting participants, staff and any special needs and maintaining timely communications with all participants;
 - Coordinating bulk copying and packaging of materials for events with NRCDV staff and ensuring that all meeting materials are available at the meeting location; and
 - Maintaining updated physical records of all meetings and filing all meeting records with the relevant grant files.
4. Serves as the Chief Executive Officer's administrative liaison to NRCDV's board of directors providing critical support, including but not limited to:
- Assisting board members with travel arrangements, lodging, and meal planning;
 - Maintaining discretion and confidentiality in relationships with all board members;
 - Updating all board membership information and compiling quarterly electronic newsletter in coordination with the Digital Communications Manager and the Senior Leadership team;
 - Assisting the organization comply with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format;
 - Assisting in the orientation of new Board members, and committee members as necessary;
 - Providing necessary support during board meetings and maintaining minutes of meetings as needed; and
 - Maintaining required files of all Board meetings with necessary documents.

OTHER DUTIES

- Provide consistent and effective supervision (direct and indirect) to any assigned staff or interns incorporating NRCDV's empowerment principles and commitment to racial justice;

- Serve as a member of the NRCDV Operations Team, Management Team and other appropriate workgroups, to effectively manage organizational resources (personnel, budget, policies, etc.) and assist in the need for additional resources or support to enhance NRCDV's communication activities;
- Update the project management tools accurately and consistently and providing necessary project status reports;
- Track the performance of NRCDV programs per NRCDV's evaluation plan;
- Assist in compilation of information for regular activity reports, including the collection and analysis of web site usage statistics, social media activity, and other related feedback;
- Actively engage in ongoing anti-racism and anti-oppression trainings and discussions and apply these approaches/analyses to ongoing activities related to this position;
- As opportunities arise and schedule allows, recruit and supervise interns providing necessary support and appropriate direction; and
- Perform other duties required by NRCDV Senior Leadership Team.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education

Bachelor's Degree – preferably in marketing, public affairs, non-profit management, or related discipline. Two-five years of experience in social change work and fundraising are preferred.

Communication Skills

A proven track record of strong written and oral communication skills and the ability to communicate with others to understand them and to be understood, including demonstrated meeting facilitation and training skills. Ability to adapt writing style to suit different audiences and project types, including an understanding of writing specifically for the web.

Project Management Skills

Demonstrated program development and project management skills, including the ability to work effectively across teams and with consultants. Demonstrated team-building, limit-setting, problem-solving, creative and analytical thinking and organization skills.

Computer Skills

Significant computer proficiency with knowledge of Apple computers and experience with Microsoft Office and Adobe Suites. Experience with using web design and content management software/systems.

Language Ability

Ability to write reports, factsheets, correspondence, and other forms of written materials, including for a variety of audience. Ability to speak effectively before groups. Ability to read and interpret a variety of documents.

Reasoning Ability

Demonstrated ability to engage in critical thinking, analysis, and reasoning to promote effective policy strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Math Ability

Ability to read, interpret, organize, and analyze data.

Other skills, abilities and behaviors important to the NRCDV

To be a successful member of the NRCDV team, an individual should demonstrate the following:

Shared vision and direction – Participates in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.

Teamwork – Collaborates and communicates within and across teams, enabling organizational workflow and positive partnerships. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participate in discussions, surveys, retreats, evaluations and other means of communication.

Ethics & Integrity - Values and treats co-workers and organizational partners with respect and consideration regardless of status or position. Approaches situations with diplomacy, tact and discretion; inspires the trust of others.

Valuing Diversity - Celebrates diversity and shows respect and sensitivity for cultural differences.

Personal Accountability – Contributes to the formation of organization and project goals, meets the expectations of the organization and funders, and

monitors personal progress toward goals and objectives that relate to areas of responsibility.

Problem-solving and Continuous Improvement – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward. When a performance problem is identified, addresses it and does the best to make the corrections needed to succeed.

Judgment and Decision-Making – Actively contributes best ideas and critical thinking to help make the strongest decisions possible when involved in decision-making; includes appropriate people in decision-making process; makes timely decisions within the scope of responsibility.

Dependability - Responds to management direction while taking responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability and Innovation - Adapts to changes in the work environment and opportunities; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Fiscal Responsibility - Works within approved budget; conserves organizational resources.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet, but with constant interruptions.

TRAVEL REQUIREMENTS

Occasional travel between NRC DV office in Harrisburg, PA and Washington, DC required, as well as some other national travel.