

# National Domestic Violence Hotline

Job Description



## Job Title: Development Officer: National Partnerships

Supervises:	No	Reports to:	VP of Development
Department:	Development	Location:	Austin, TX
FLSA Status:	Full-Time/Exempt	Salary:	\$75,000

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### Summary

The Development Officer: National Partnerships is a front-line fundraiser to support corporate and institutional donor engagement, fulfill corporate grant and corporate partnership deliverables, and oversee donor engagement initiatives through Regional Advisory Councils.

### Essential Responsibilities & Duties

- Responsible for cultivation, stewardship, and solicitation for a portfolio of corporate donors
- Serves as the primary point of contact for corporate and institutional donors, managing communications, proposals, and engagement activities for these donors
- Responsible for stewarding and managing existing corporate and organizational relationships
- Responsible for building strategy and cultivating new corporate donors
- Proactively train and offer 'Hotline 101 Lunch and Learn' opportunities and other speaking engagements to corporations and groups
- Lead efforts to steward and grow workplace giving and engagement programs within companies
- Responsible for authoring corporate partnership proposals and project managing all corporate partner deliverables, and ensuring funder compliance
- Responsible for authoring corporate grant applications and completing necessary corporate grant reports and associated report requirements
- Collaborates with cross-functional departments to carry out funder expectations as needed

- Responsible for planning, organizing, and building the infrastructure for The Hotline's Regional Advisory Councils, key groups of volunteers regionally based around the country who will act as our eyes and ears for development and opportunities for engagement
- Recruit, train, and manage RAC volunteers
- Support the Development and Grants Departments as needed to ensure we are able to respond to all appropriate opportunities
- Attends necessary external and internal meetings related to grants and donor engagement

### **Education & Experience Required**

- Bachelor's degree in related field
- 3 years' experience in fundraising, corporate partnerships, or related experience.
- CFRE preferred

### **Knowledge Skills and Abilities**

- Strong active listening skills and the ability to confidently build authentic, trust-based relationships with donors and stakeholders.
- Demonstrate self-motivation through the ability to independently lead, oversee, and drive projects forward without direct supervision.
- Strong analytical skills and a keen attention to detail in the oversight and monitoring of projects and deliverables.
- Exceptional emotional intelligence and interpersonal skills to build, cultivate, and facilitate strong working relationships internally and externally.
- Knowledge of fundraising techniques and strategies
- Ability to manage numerous initiatives in order to meet deadlines and to deliver high-quality outputs, including the ability to re-order work and priorities in response to demand and crises
- Ability to exercise discretion and maintain confidence in decision making.
- Ability to set schedules and coordinate contract requirements among multiple departments.
- Proficiency in Microsoft Office Suite (especially Word, Excel, and Outlook); Preferred experience with Every Action CRM.
- Superior written and verbal communication skills; ability to write clear, structured, articulate, and persuasive proposals and reports
- Excellent time management and organizational skills
- Experience with grant proposal writing and report writing
- Flexibility; ability to approach successes and challenges as a learning opportunity
- Versatility; proactively respond to challenges by thoughtfully leaning into opportunities to

address and learn from difficult situations and/or conflict

- Exceptional interpersonal skills; appreciate the differences in people, minimizing conflict and obtaining maximum performance
- Intentionally and actively fostering positive working relationships and organizational culture.

### **Other Requirements/Working Conditions**

- This role is hybrid position based in Austin, Texas.
- Must have a home workspace that is confidential, secure and free from distraction.
- This position requires a minimum of 2 days a week in the office. Specific days are to be determined by the department's needs.
- Must maintain a stable internet connection with at least 10 MBPS download and 2 MBPS upload speeds.
- Must maintain standards of confidentiality related to agency information.
- Prolonged sitting or standing using keyboard, phone, and computer

The National Domestic Violence Hotline operates 24/7. All work is conducted in alignment with the values of The Hotline. These include:

- **Integrity:** We conduct every aspect of our work to the highest ethical standards and hold ourselves accountable to them. We value transparency and staunchly safeguard the confidentiality of those we serve.
- **Thought Leadership:** We are committed to learning constantly, developing innovative practices and evolving strategies as necessary to achieve our vision and mission.
- **Excellence:** We value performance and results. We aspire to be the best and to embrace the challenge to exceed expectations.
- **Collaboration:** We work as a team within the organization and with a wide range of partners outside of it, in the belief that only through these partnerships will we achieve the broadest impact.
- **Social justice:** We value diverse perspectives and strive to incorporate an anti-oppression lens in all aspects of our work.
- **Caring:** We conduct our work with compassion and in the spirit of inclusion, and we meet all individuals with respect and without judgment.
- **Survivor-centered:** Our work begins and ends with the interests of survivors of relationship abuse in mind.

*This description only includes essential functions of the job. These statements are not intended to be construed as exhaustive of all duties, responsibilities, and skills required for this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties required by the job objectives, supervisor, and mission*

*and values of The Hotline. This description does not modify any employee's at-will status and is not a contract for continued employment of any duration.*

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