

## **JOB DESCRIPTION EXTERNAL AFFAIRS ANALYST**

The California Partnership to End Domestic Violence (the Partnership) is California's recognized domestic violence coalition, representing a diverse membership of over 2,000 survivors, advocates, organizations and allied individuals across the state. Working at the local, state, and national levels for nearly 40 years, the Partnership has a long track record of representing the needs of domestic violence survivors and their children to advance legislative and systems change. The Partnership believes that, by representing and empowering our membership, advocates, and state policy makers, we can address the root causes of domestic violence and work together to end it. Through policy, prevention, communications, and capacity building, we work to create safe, healthy and thriving relationships and communities.

The Partnership promotes the collective voice of a diverse coalition of organizations and individuals, working to eliminate all forms of domestic violence. As an advocate for social change, we advance our mission by shaping public policy, increasing community awareness, and strengthening our members' capacity to work toward our common goal of advancing the safety and healing of victims, survivors and their families.

As a member of the Public Policy Team, the **External Affairs Analyst** reports to the Associate Director of Public Policy. The position is responsible for: (a) Supporting the growth of the Partnership's development strategy and to secure philanthropic and individual gifts to sustain our work; (b) Supporting the Partnership's public policy and systems change efforts and (c) Contributing to organizational activities.

### **OVERVIEW:**

The Public Policy and Fund Development Analyst advances the Partnership's mission by applying an intersectional lens to domestic violence advocacy and fundraising strategies. This role helps grow and diversify our philanthropic and individual giving and supports the organization's statewide policy work. The Analyst reports to the Associate Director of Public Policy and collaborates closely with the Communications and People and Finance teams.

### **RESPONSIBILITIES:**

#### *FUND DEVELOPMENT:*

- Initiate strategies that support the identification and engagement of philanthropic giving and individual donor prospects
- Proactively move donor prospects through each stage - identification, cultivation, and solicitation – using tailored and relationship-based strategies
- Research and review grant opportunities for organizational fit, eligibility, and timing
- Establish benchmarks and regular reporting processes to measure results

- Provide support to the Executive Director and leadership team, engaging and involving them effectively in fundraising efforts
- Sustain and grow individual donors, as well as increasing the number of recurring donors and donation size
- Work collaboratively with the Communications team to create fund development materials and provide data for the Annual Report and other publications
- Organize broad giving outreach efforts, including fundraising appeals

*PUBLIC POLICY:*

- Support the selection and advancement of the Partnership's public policy priorities (e.g., field survey, proposal research, etc.)
- Coordinate Policy Advisory Council meetings and maintain related communications and materials (e.g., listservs, agendas, bill charts)
- Advocate for identified bills; submit position letters and provide testimony as needed
- Develop public-facing materials such as fact sheets, reports, support/opposition letters, etc.
- Cultivate effective working relationships with elected officials, legislative staff, agency administrative staff, and allied organizations
- Assist in planning and executing public policy events (e.g., Policy Advocacy Day)
- Support administrative advocacy by drafting and submitting comments on proposed federal and state rules or regulatory changes
- Prepare online tools, resources and e-advocacy strategies to support public and Member engagement in policy advocacy (i.e., action alerts, sign-on letters, etc.)

*ADMINISTRATIVE:*

- Enter program activities into database in accordance with organizational policies and procedures
- Contribute to written activity reports as requested
- Coordinate with the People and Finance team to process and acknowledge all gifts and provide technical assistance to donors, complete paperwork as required by donors
- Coordinate with the People and Finance team to manage donor and partner data in Coalition Manager and ensure comprehensive and clean data
- Build and maintain fundraising dashboards for stakeholders

**PROFESSIONAL DEVELOPMENT RESPONSIBILITIES:**

The Partnership cultivates an environment that values growth and encourages employees to excel. To be a broad-based coalition that brings expert attention and real solutions to issues impacting the field, the Partnership requires every employee to actively engage in a professional development plan that identifies goals and growth opportunities. Examples of activities that contribute to professional growth and development may include:

- Management and leadership training
- Professional certifications
- Technical skills training
- Teamwork and interpersonal skills training

- Participation in professional organizations
- Research
- Developmental relationships

**OTHER RESPONSIBILITIES:**

- Provide support and assistance to co-workers and for special projects as requested
- Position DV issues along with other movements
- Assist in the development and dissemination of organizational resources, and contribute to online forums, newsletters, hand-outs, and other materials as requested.
- Participate in planning and implementation of organization's special events, trainings, and conferences
- Embody and promote the Partnership's values and guiding principles
- Contribute to a positive and productive work environment
- Act professionally and in a manner which appropriately represents the Partnership
- Carry out other duties as assigned

**REQUIRED SKILLS/EDUCATION/QUALIFICATIONS:**

- Experience securing new philanthropic and individual donors; experience with fund development for statewide coalition organizations preferred
- Experience in development communications, including writing solicitations, grant proposals and reports, impact reports, etc.
- Bachelor's degree or relevant experience in social services, Public Policy, Public Administration, or related field
- Demonstrated ability to produce high quality work, on time, with competing priorities
- Demonstrated ability to take initiative, work independently and be accountable for actions
- Commitment to the Partnership's Mission
- Excellent organizational and time-management skills
- Ability to be self-directed and to work collaboratively within a team environment
- Strong verbal communication and collaborative interpersonal skills
- Demonstrated ability to communicate complex information and issues in a readily understandable way both orally and in writing

**DESIRED SKILLS/KNOWLEDGE/ABILITIES:**

- Demonstrated knowledge of and commitment to ending domestic violence
- Experience in a non-profit setting involving domestic violence, sexual assault, women's rights, social justice or similar organization
- Experience with California state legislative and/or budget advocacy
- Knowledge of California domestic violence codes and statutes, and related federal laws
- If not already completed, must complete a 40-hour domestic violence counselor training within first 6 months of employment, 65-hour DV and sexual assault training preferred if available
- Understanding of and commitment to issues of anti-oppression and cultural relevance and responsiveness
- Commitment to centering survivor voices
- Commitment to the Partnership's Mission

- Proficiency in word processing, spreadsheet, presentational and internet applications, including Microsoft Office Programs
- Access to reliable transportation and ability to travel as needed to complete job duties

**TO APPLY:**

Please email the below items to Crystal Wishart, Associate Director of People and Finance, at [jobs@cpedv.org](mailto:jobs@cpedv.org). (No U.S. mail, faxes, or direct emails please.)

- a) Cover letter
- b) Resume

*All items should be combined into a single email attachment in PDF form, and your cover letter should be pasted into the body of the email.*

Applications received by **September 15, 2025**, will be given priority; however, the position will remain open until filled.

**LOCATION/TRAVEL:**

Sacramento or Bay Area is strongly preferred. This position may require regular travel (approximately 10-25% of the time). This is a remote position.

**SALARY:**

- This is a full-time, non-exempt position.
- The salary range for the position is **\$68,465 - \$99,750**.
- Salary may be adjusted for experience.

**BENEFITS:**

The Partnership pays the entire cost for each employee's Health, Dental, and Life Insurances, and 75% of dependent Health and Dental premiums. The Partnership also provides 18 paid holidays (including the last full week of each year), 96 hours of annual leave (increasing with tenure) and 120 hours of sick leave each year. The Partnership offers a 401k plan.

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*The California Partnership to End Domestic Violence is an equal opportunity employer and makes employment decisions based on merit. The Partnership desires to have the best available person in every position. Organizational policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. Organizational policy also prohibits unlawful discrimination based on the perception or association with a person having any of the above characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and against organizational policy. The Partnership is committed to providing reasonable accommodation for qualified individuals with disabilities during the hiring process and in the workplace, in compliance with applicable laws.*

*The Partnership is committed to compliance with all applicable laws, providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits unlawful discrimination by any employee of the Partnership, including Supervisors and co-workers.*

*This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination, and all other privileges, terms, and conditions of employment.*