



Director of Development & Major Gifts

Founded in 2009, Rock Recovery is a Washington, DC area based non-profit organization that supports the journey to freedom from disordered eating through Individual Recovery and Community Empowerment programs. Rock Recovery's Individual Recovery Program serves adult clients through group meals, group therapy sessions, mentor matching, individual goal setting and optional spiritual services (such as healing prayer and spiritual direction with a Chaplain). The organization has successfully treated and educated more than 100 clients and 10,000 community members. For more information and a full job description, please visit www.rockrecoveryed.org.

The Role

Rock Recovery's Director of Development & Major Gifts is responsible for maintaining and growing a strong active presence in the Washington, DC community through donor partnerships, community support and development efforts. The position reports directly to the Executive Director and will help to craft and execute on a development plan that targets multiple funding streams and perform duties such as:

- *Donor Relationships: (50%)*
 - Conduct individual donor relations and solicitation including prospecting and in-person solicitations
 - Manage a portfolio of approximately 50 existing donors and 50 prospective donors. Participate in face-to-face solicitations with current and potential major donors independently and by scheduling visits with the Executive Director, Founder, board members and key volunteers.
 - Identify, cultivate, solicit and steward gift prospects of \$500 or more through relationship building, education and general stewardship.
- *Foundation, Church and Corporate Support: (20%)*
 - Research grant and funding opportunities from foundations, churches and corporations and write and submit proposals in partnership with key staff
 - Steward relationships with key decision makers
- *Administration, Communication & Oversight: (15%)*
 - Communicate with key community members, donors, board members and volunteers and perform donor meeting administration and reporting as needed
 - Work with the team to ensure appropriate database reporting and maintenance is performed and gift acknowledgements are created and distributed
 - Collaborate with the Communications and Events Manager on content creation and distribution of direct mail, email solicitation and annual reports
 - Help direct the Executive Director's fundraising outreach and efforts as needed to support the development goals

- *Annual Benefit Dinner Support: (15%)*
 - Work with the planning committee for Rock Recovery's annual benefit dinner and assist with sponsorship solicitation, ticket sales, in-kind and corporate support as needed

Qualifications:

- Bachelor's Degree and 5+ years of related fundraising experience.
- Sharing of Rock Recovery's core values (freedom and faith, acceptance and authenticity, community and collaboration, evolution and excellence) and no discomfort with Rock Recovery's Christian values and roots.
- Ability to work cross-functionally with staff, board of directors, volunteers and donors.
- Commitment to organization, attention to detail, highly efficient and conscientious about thorough follow-up.
- Skilled communicator with superior interpersonal, verbal and written skills.
- Ability to work under and comply with continuous and multiple deadlines and evolving priorities. Manage multiple projects simultaneously. Work independently and self-directed.
- Proficiency with Microsoft Office products and an understanding of CRM databases such as Network for Good is preferred.
- Availability to work some weekends (approximately 1 a month) and evenings (1-2 a week) to attend events and support staff/volunteers.
- Qualified candidates must successfully pass a background check.

Work Environment

Rock Recovery's headquarters are in the Washington, DC metro area in the Rosslyn neighborhood in Arlington, VA. There is an opportunity to also work remotely. This position involves a combination of hosting and attending local events and meetings, and communicating via phone, Skype, email, or other methods.

Expand HR Consulting will assist Rock Recovery with this search. Please submit your resume and letter of introduction to Erica Raphael, Senior Consultant, eraphael@expandhr.com, subject line "Director of Development & Major Gifts". EOE/m/f/d/v.