

Position Description: Director of Development & Major Gifts

Rock Recovery is a growing nonprofit based in Washington, DC that helps people overcome disordered eating and live full and healthy lives. Founded in 2009, Rock Recovery provides affordable outpatient recovery programs that uniquely combine expert clinical treatment and peer support and mentorship to help people fully recover from eating disorders and related issues. The organization also hosts community events and provides effective educational programs to help decrease stigma around mental health issues and increase access to care for those who struggle. Founded on the belief that complete freedom and recovery is possible, the organization has successfully treated and educated more than 100 clients and 10,000 community members.

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:

- 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.

Required Education and Experience

Education: Bachelor's Degree

Experience: 5+ years of experience with fundraising

Hours: Full-time Exempt (option to start part-time if desired)

Benefits:

15 days PTO annually in addition to government holidays

Disability and life insurance

Insurance reimbursement

401k benefits and matching

Work Environment

Rock Recovery's headquarters are in the Washington, DC metro area in the Rosslyn neighborhood in Arlington, VA. There is ample opportunity to work remotely for the position. This position involves a combination of working on a computer, hosting and attending events and meetings, and communicating via phone, Skype, email, or other methods. Adequate computer equipment, such as a printer, laptop, and necessary accessories, may be requested and essentials will be provided. Meetings will involve local, and sometimes non-local, commuting.

Physical Demands

This position involves the ability to conduct general office work for up to a full 8-hour work day; at times, the position will involve standing and/or other light physical activity for up to 4 hours.

