



THE ORGANIZATION

The mission of the Rape Recovery Center is to empower those victimized by sexual violence through advocacy, crisis intervention, and therapy and to educate the community about the cause, impact, and prevention of sexual violence. Our philosophy is that every person victimized by sexual violence is treated with dignity and respect and is empowered to work toward recovery. (\$55,000-70,000)

JOB OVERVIEW

This role's primary responsibility is to raise money for the RRC by creating and implementing a development plan that details how the organization solicits donors and identifies individual and major donors. The Development Officer shares their major gifts development plans with the Executive Director and the board of directors. As the governing body for such an organization, the board of directors provides oversight and leadership. The Development Officer also spends time personally soliciting donors. As such, strong relationship building and solicitation skills are important. Applicants from historically marginalized and underrepresented communities are encouraged to apply.

KEY RESPONSIBILITIES

Reporting to the Executive Director (ED), the Development Officer will support the front-line development efforts as the Rape Recovery Center continues to grow. This role will be responsible for the following:

- Identify, cultivate, solicit, and steward individual and major donors, traveling as needed to build and advance relationships.
- Recruit, cultivate, and solicit Advisory Board and fundraising volunteers.
- Prepare briefings, gift agreements, and other correspondence for prospects.
- Manage prospect and volunteer activity using our internal fundraising database and associated reporting tools, ensuring that data is entered in a timely and accurate fashion.
- Maintain in-depth knowledge of the Rape Recovery Center's fundraising priorities, including financial and program needs and key major gift initiatives.
- Ensures that philanthropy and fund development are carried out in keeping with the RRC's values, mission, vision and plans.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Manage donor database
- Perform other development duties as assigned

REQUIREMENTS

Successful candidates will have the ability to work effectively in a fast-paced environment and maintain a high degree of personal initiative. A bachelor's degree or equivalency and at least two years development or related experience is required, non-profit/higher education fundraising experience preferred. Ability to successfully develop and cultivate relationships with a wide variety of constituents and the ability to interact with executive-level administrators, donors/prospects, and development staff, with an understanding of protocol and confidentiality is required.

Conditions of Employment Offer

- The employee must obtain a 40-hour crisis counselor certification within 90-days or next available training.
- The employee must pass a background check

POSITION DETAILS

This position is a full-time, benefited 40 hours per week position with a salary range of \$55,000-70,000 based on relevant experience. The RRC offers an outstanding benefits package including health insurance, dental, retirement plan with employer match, paid FMLA for qualifying circumstances, and a generous PTO/holiday schedule.

How to Apply

Please send a cover letter, resume and list of references to jobs@raperecoverycenter.org with the subject title Development Officer, Individual and Major Gifts. No phone calls. Open until filled.