



JOB ANNOUNCEMENT
Director of Development
April 14, 2014

RH Reality Check (RHRC), www.rhrealitycheck.org, is an award-winning daily publication providing evidence-based news, analysis, commentary, and investigative research as well as interactive dialogue on matters of sexual and reproductive health and justice. RHRC is an independent 501(c)(3) organization and an equal opportunity employer; we strongly encourage applications from qualified individuals of all races, ethnic groups, and genders.

Please note the job description below and carefully read and observe the APPLICATION instructions.

POSITION DESCRIPTION

Reporting to and in partnership with the President and senior staff, the Director of Development will be responsible for expanding upon and carrying out a strategic plan for raising the funds necessary to support the growth and success of *RH Reality Check*. The Director of Development will:

- Work with the President, Director of Online Fundraising, Director of Operations and other senior staff and consultants as necessary to develop and execute a fundraising strategy focused primarily on expanding and diversifying foundation funding, building a base of major donors, and expanding our online fundraising capacity;
- Oversee existing foundation grants and work aggressively to identify new sources of foundation funding;
- Craft proposals, reports, letters of interest, briefings, and other related materials for donors;
- Work with the President, Board of Directors, and consultants as needed to identify as well as develop and maintain ongoing relationships with major donors;
- Manage fundraising consultant(s) and fundraising staff when and as necessary;
- Create and manage a fundraising calendar to ensure all proposal, reporting, and other deadlines are met;
- Manage grant reporting, and oversee monthly and quarterly reports for internal communications and for the Board of Directors;
- Monitor and report regularly on the progress of the development program, including maintaining up-to-date donor contact information and providing analytical reports and summaries for management use;
- Perform other duties and projects as assigned and as the organization grows.

QUALIFICATIONS

The ideal candidate for this position:

- Has at least five years of professional experience in nonprofit fundraising with both strategic and tactical fundraising experience, at least two of which are in a leadership role;
- Has demonstrated experience developing and carrying out a multi-year fundraising strategy;

- Has a proven track record of cultivating and maintaining relationships with foundations, and individual donors, and a proven track record of establishing and meeting fundraising goals;
- Has demonstrated excellence in writing and editing grant proposals, reports, and letters of interest;
- Is able to influence and engage donors and build long-term relationships;
- Has excellent interpersonal communication skills;
- Can translate complex issues into compelling messages and materials;
- Has demonstrated knowledge of and commitment to reproductive and sexual health and justice issues;
- Is able to take direction and critique;
- Is a self-starter with a strong work ethic, creative thinking, good organizational skills, and ability to work comfortably and effectively in a fast-paced environment;
- Is skilled in teamwork and collaboration, and can work either alone or as part of a team under (sometimes intense) time pressure, to multi-task and deliver great work with ease and grace;
- Is able to work remotely;
- Is creative, shares ideas, and has a strong sense of humor.

LOCATION

RHRC is currently a virtual organization, though this may change in the future. Strong preference will be given to qualified candidates for this position resident in the greater metro D.C. area and/or the Eastern Time Zone.

COMPENSATION

RHRC offers competitive compensation and a benefits package that includes a 401k plan with employer contributions; health and dental insurance; flexible spending accounts; vacation and sick leave; and employer-paid life insurance, AD&D, STD and LTD. The salary range for this position is highly competitive.

APPLICATION

Please follow these instructions carefully. Qualified applicants should send an electronic package of materials to apply@rhrealitycheck.org; no phone calls or emails to staff please. Please note **we CANNOT accept your application if it is not sent in the following format, and does not include the following materials:**

- **Email subject line:** In the subject line put your name and the title of the position for which you are applying, like this: **Your Name - Director of Development**. Please note that if you don't include the position title in the subject line of your email, your application may not be seen.
- **Body of the email:** The body of your email should be your cover letter, including a clear statement as to why you are interested in this position, why you want to work for RHRC, why you feel you are qualified, and a summary of your relevant experience. **Please do not send the cover letter as an attachment.**
- **Attachments:** Please include a current resume, three writing samples, a one-page summary of key successes in fundraising, and three recommendations able to speak to your skills and experience and who are willing to be contacted.

We regret that we may not be able to reply to all applicants and that we cannot consider applicants who do not provide all of the above information.

Application deadline: Open until filled. This position will be filled as soon as a qualified candidate is identified. Interested candidates should submit their applications expeditiously.

Start date: Flexible, but preferably June 1, 2014