



## DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

### *Position Description*

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#### **ABOUT RESTORE NYC**

Restore NYC identifies and serves foreign national women who have survived sex trafficking. We believe trafficking is a problem that has a solution, and we are fighting this injustice in NYC and across the country. Learn more about us on [our website](#).

#### **JOB SUMMARY**

*Last updated: June 2017*

We are a late-stage startup nonprofit and have a big, high-impact vision. We grew revenues by 58% the past fiscal year and seeking to grow by 20% a year or more for the next five years. We believe that this is an ambitious, difficult and doable goal. We are committed to solving this problem of sex trafficking and believe that as we continue to prove our solutions, they must be scaled in New York and replicated across the country. We currently have 15, going on 17, full-time staff and 10, going on 11, part-time staff.

The Director of Development & Communications will be a humble, experienced and smart leader who will play a central role in building and growing an enduring organization. S/he will report to the Executive Director and be a member of the Management Team, playing a critical role in shaping organizational strategy and culture. In partnership with the Executive Director, S/he will be a donor-centric professional who will lead us in the design of the strategy, systems, and processes needed to ensure that fundraising is carried out in keeping with Restore's mission, values, and plans. S/he will be eligible to enroll in Restore's major medical, vision, dental and life insurance plan as well as commuter benefits. Below are the key areas of responsibility:

#### **TEAM LEADERSHIP**

- Lead, manage and develop a young, talented and committed team that currently consists of a Development Manager, Development Coordinator, Creative Director and Operations & Events Manager (dotted-line report for events).
- Effectively empower, support and develop each team member so that they continually grow in capacity, leadership and knowledge.

#### **FUNDRAISING STRATEGY**

- Lead the development and implementation of the annual and multi-year plans.
- Oversee and manage the execution of every fundraising tactic, including major donors, mass donors, campaigns, events and institutional (foundation, business, church) giving.

## RELATIONAL FUNDRAISING

- Create and lead our strategy to identify and cultivate major donor prospects, who will likely continue to be the most important and largest segment of our donor base.
- Manage a number of key major donor and prospect relationships.

## COMMUNICATIONS STRATEGY

- Manage the development of a marketing and communications plan (email, collateral, social media, mail) that undergirds and drives our overall fundraising goals. This includes annual reports, impact reports and other donor-centric collateral.

## FUNDRAISING ANALYSIS AND MEASUREMENT

- Manage the process to analyze and understand our donors so that we can efficiently and thoughtfully engage them.
- Provide thought leadership and direction so that we measure our development efforts to understand what works, what doesn't, and how we should prioritize both long-term strategy and short-term tactics.

## EXTERNAL REPRESENTATION

- Represent the organization in a variety of settings as appropriate and necessary. Note that several team members (Executive Director, COO, Director of Programs, Manager of Collaborative Initiatives) also play key roles in external representation.

## **QUALIFICATIONS**

- Affirm the Nicene Creed and attend a Christian church.
- 5+ years in a people leadership role.
- 5+ years in fundraising (with a focus on relational giving from individuals); we would also be open to experience in sales (with a focus on relational sales). *Note: relational, major donor fundraising is the most important aspect of this role.*
- Proven track record in managing processes, executing strategies with discipline, and leading people.
- A relational professional who loves inviting people into our mission by giving of their financial resources.
- Can point to tangible examples of leading teams and developing talent.
- Can remain focused in the face of pressure, consistently delivers against timelines, energized by tasks/time limitation.
- Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- Fantastic relationship builder.
- Strong desire to build an organization – highly motivated by the idea of building something the world needs and currently does not have.

- Deep commitment and proven dedication to professional growth, emotional maturity and vocational greatness.
- Consistently energized by hard, but doable, responsibilities and goals.
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### **ADDITIONAL INFORMATION**

The following are some key aspects of our organizational culture that guide our behavior:

- We always prioritize the health and well-being of the survivor.
- We take personal responsibility for deliverables.
- We support each other so that we can recharge and refresh, whether it is vacation, retreat days, or other activities (professional development classes, meetings with like-minded partners).
- We sacrifice ego for the collective good of the team.

*If interested in this position, please send your cover letter and resume to [recruiting@restorenyc.org](mailto:recruiting@restorenyc.org)*