



# Director of Development & Partner Engagement

## ROLE INFORMATION

**POSITION TYPE:**  Volunteer  Full Time, Exempt  Part Time

**TEAM:** Partner Engagement

**SUPERVISOR:** Executive Director

**TIME COMMITMENT:** 20 hours per week

**IN-OFFICE/REMOTE:**  In-Office  Remote

## RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

## GENERAL ROLE DESCRIPTION

The Director of Development & Partner Engagement is a multi-faceted role. We could not exist without our incredible financial partners. This important role will work closely with the executive director on all aspects of fundraising to secure financial support from our Partners (individuals, churches, foundations, and corporations), as well as create and carry out ways to show our appreciation to them.

## RESPONSIBILITIES

- The Director of Development & Partner Engagement works closely with the Executive Director to ensure excellence and efficiency in all aspects of the role.
- Develop and maintain ongoing relationships with donors so they feel valued and appreciated, while building new donor relationships.
- Research potential sources for and write foundation grants, create new audiences, and strengthen relationships with donors.
- Assist in creating and executing a strategy for a large sustained base of individual donors and Reset180's Abolitionist Program.
- Be willing to develop an understanding and support of a trauma-informed, client-based, and Christ-centered work environment.
- Help secure sponsorships for and assist with the planning of fundraising events.
- Manage online and major giving campaigns.
- Maintain database records of potential supporters, donors, and funding received.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Speak publicly on behalf of Reset180 or one-to-one with potential partners, as needed.
- Collaborate with the executive director in development of fundraising goals.
- Develop consistent awareness of the needs of other departments pertaining to donor conversations and identification of funding opportunities.

## QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree in relevant discipline or comparable work experience.
- Five or more years' experience in nonprofit development or fundraising, as well as demonstrated success in the development field.
- Strong relationship building, writing, and verbal communication skills.
- Knowledge of fundraising planning, strategies, and principles.
- Understanding of donor relationship software tools, charitable giving options, tax planning measures which allow for giving opportunities.
- Demonstrated excellence in organizational and managerial skills, detail-oriented, ability to work independently and collaboratively. Be a self-starter, comfortable taking initiative in your position.
- Ability to see the big picture and think strategically, while also exercising discretion in tasks.
- Must be willing to use your own cell phone, computer, and transportation.
- Complete background check, sign confidentiality disclosure, be in agreement with Reset180's [Mission](#), [Strategy](#), and [Statement of Faith](#).
- Have a passion for the issue of human trafficking, as well as our mission.
- Willing to learn and grow with a team of Holy Spirit led individuals.
- Proficient in Google Suites, Slack, Salesforce or willingness to learn.

### Critical Qualities

- Mature orthodox Christian faith, as defined by our Statement of Faith.
- Ability to deliver creative, resourceful solutions to unique challenges.
- Exceptionally high level of honesty and integrity.
- Sustained positive attitude and joy in learning.
- Ability to practice good self care.
- Ability to prioritize competing priorities and make sound decisions.

## TO APPLY

**Email Resume, Cover Letter, three References (two professional and one personal), & Statement of Faith\* in one document to Kim Luckabaugh, Executive Director and email to [careers@reset180.com](mailto:careers@reset180.com).**

### **\*What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with Reset180. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.