

## Development Specialist Job Description

---

### Organization

The mission of Restore Corps is to eradicate human trafficking by empowering survivors, equipping communities & seeking justice through systemic change. We are a gospel motivated organization with a focus on professional excellence. Restore Corps works to equip our community to end human trafficking while providing survivors with comprehensive, trauma-responsive aftercare services, including case management, safe shelter, food and clothing, transportation, therapeutic services, and more. Every team member of Restore Corps is expected to own all three pillars of the organizational mission. Based in Memphis, Restore Corps serves 21 counties of West Tennessee, serving as the regional point of contact Tennessee Counter-Trafficking Alliance (TCTA) partner for the West Tennessee region.

### Position

Reporting to the Executive Director, the Development Specialist is responsible for developing, managing, and administering Restore Corps' annual fund development and stakeholder communications strategies. With the support of the ED and the Board of Directors, the Development Specialist will implement a multi-level advancement plan to include individual giving; corporate giving and sponsorships; special events; local, state, and federal grants; digital giving campaigns; and more. She/he will initially develop deep knowledge of field, corps programs, operations, & business plans.

### Responsibilities

- Develops and implements comprehensive annual fundraising and communications strategies
- Generates revenues for agency programs and/or services through timely submission of well-researched, well-written, and well-documented fundraising proposals
- Provides assistance to the Communications and Events Coordinator for all annual fundraising events (marketing, community awareness, vendors, locations, etc.)
- Researches and identifies new funding prospects, to include individual donors, corporate partners, and grant opportunities
- Generates proposals and supporting documents in response to grant solicitations and oversees grant reporting and compliance
- Collects and synthesizes program data to report program outcomes and impact to stakeholders
- Stewards current donor relationships and cultivates new funding relationships with, but not limited to, businesses, foundations, governmental, faith institutes and individuals
- Implement stewardship strategies including crafting language in post event communications, donation thank you letters and emails, record videos, call donors and team with the Community Engagement Team for email campaigns and other communications
- Develop donor stewardship strategy to be implemented through leveraging the Executive Director, Board of Directors, and the Restore Corps team as best identified.
- Assess and tailor donor engagement with the organization to meet the donor's objectives, consistent with the needs of the organizations
- Send accurate and timely receipts and thank yous to donors
- Oversee and maintain the donor database (Salesforce) including gift entries, community surveys, gifts in-kind, portfolio maintenance, prospect reporting, pledges, campaign pages and thank you and appeal templates
- Draft and edit funding appeals for individuals and foundations

- Present on the mission of Restore Corps in front of small and large audiences to include businesses, church groups, professional groups and others, as needed
- Support special events including agency event fundraisers and first point of contact for third party fundraisers
- Develop and oversee annual in-kind campaigns including outreach to individuals and groups in collaboration with the Executive Director.
- Develop and oversee monthly donor program. Team with the Communications and Events Coordinator to highlight monthly giving opportunities - (social media posts, emails, newsletters, video scripts and recordings, mailings, etc.) Create an annual monthly giving campaign, implementing monthly stewardship strategy for current subscribers and increasing new monthly donor subscribers
- Cultivate a donor pipeline and define prospect list (50-75) to meet individual and agency fundraising goals
- Manage annual donor thank you event strategy and implementation
- Review applications and support third party fundraisers and peer to peer fundraising
- Work with Lead Team to submit timely grant applications and oversee grant portfolio and maintenance
- Develop an agency impact report, teaming with the Community Engagement Team for design assistance and distribution, as needed
- Utilize Basecamp to oversee annual development goals, record minutes for department meetings, and schedule meetings with Lead Team members or the Community Team, as needed, in order to meet stated goals
- Prepare monthly fundraising/donor reports
- Support all campaigns and fundraising goals with an individual annual fundraising goal
- Writes mission-focused op-eds and other long-form content for dissemination via local media outlets
- Supports board development efforts through board engagement plans, board member recruitment, and board communication
- Supports the organization's adherence to the financial procedures
- Updates job knowledge by participating in educational opportunities, reading professional publications, researching best practices, maintaining personal networks, participating in professional organizations, etc.

## **Knowledge, Skills and Abilities**

- Demonstrates strong organizational and documentation skills
- Possesses the ability to effectively build and maintain collaborative relationships with individuals from a wide range of backgrounds (e.g., professionals in the social service field, law enforcement, criminal justice, and the general public)
- Holds strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Approaches business planning in an action-oriented, entrepreneurial, adaptable, and innovative way
- Brings passion, idealism, integrity, a positive attitude, and a mission-driven, self-directed work ethic
- Holds strong marketing and public relations experience, with the ability to engage a wide range of stakeholders and audiences
- Maintains willingness to stay abreast of and use new skills and knowledge brought about by rapidly changing information and/or technology
- Preferred concentration in marketing, communications, or other related background



- Demonstrated track record with donor development, implementation and management of large-scale fundraising initiatives, and capital campaigns
- Minimum of three (3) years relevant work experience in non-profit project management, development, grant writing and/or non-profit communications
- Excellent communication skills
- Demonstrated ability to work with underserved populations & to educate community stakeholders on systemic injustice
- Strong computer skills, including word processing, spreadsheets, & Google Suite
- Experience with Adobe Suite, Canva, and Salesforce, a plus
- Ability & willingness to work irregular hours when mission needs dictate.
- Valid driver's license, state-required driver's insurance & access to reliable personal transportation; ability to travel throughout West Tennessee
- Successful completion of criminal background checks
- Sense of humor

The ideal applicant must be willing & able to embrace & exemplify our Corps Values & Statement of Faith. Work will be hybrid - in the office and alternative work site. Our offices are located in our Survivor Care Center where you will interact with survivors of human trafficking day to day. Victimization is sensitive and complex. Every employee is trained in trauma-informed and strength-based approaches in order to connect with and build appropriate and encouraging relationships with survivors. Empathy, compassion and ability to deal with difficult situations is a must for anyone who works at Restore Corps

### **Hours and Pay**

Applicant must possess an ability and willingness to work evenings & weekend hours, as organizational mission dictates

Contact Information and Procedure: No phone calls accepted for this position.

This is a part-time position with the potential to evolve to full time. Pay starts at \$25/hour. Employees will be reimbursed for mileage.

To apply, please email cover letter, resume, and email contact information for three references to [careers@restorecorps.org](mailto:careers@restorecorps.org). Please make sure the subject line of your email reads "Development Specialist" *Resumes will be accepted on a rolling basis until this position has been filled.*