

ASSOCIATE SECRETARY FOR ADVANCEMENT

The Associate Secretary for Advancement is a senior leadership position responsible for promoting the mission of Right Sharing of World Resources, including all development, communications, and public relations. This position is based out of the person's home, is supervised by the General Secretary, requires domestic travel, and may require international travel.

In addition to staff, volunteers play a key role in RSWR. The Associate Secretary of Advancement works collaboratively with the Senior Leadership Team, the Board and staff. Major policy and budgetary decisions are made by the RSWR Board of Trustees. The Associate Secretary of Advancement balances their own personal gifts of visioning, discernment, and planning with deep listening, careful consultation, and strong support for the growth and exercise of similar leadership gifts and skills by many others, both staff and volunteers.

All senior leaders of RSWR responsibly model the culture of the organization, are spiritually grounded and faith driven, and have a deep commitment to Quaker values.

Desired Qualifications:

- Supportive of RSWR's mission and goals
- Endowed with commitment and imagination; creative thinker
- Self-starter, independent worker, and team player
- Sees the big picture and can anticipate potential future scenarios
- Ability to work on multiple projects while setting priorities and meeting deadlines
- Member of (or familiar with) the Religious Society of Friends
- Excellent written and oral communication skills; welcoming personality
- Demonstrated experience with non-profit organizations and management
- Cross-cultural experience and awareness of invisible assumptions
- Experience with development, fundraising and capital campaigns with non-profits.
- Proficiency with word processing, database (Donor Perfect) and electronic (Google Drive) and paper filing systems. Demonstrated attention to detail, accurately organizing and recording data and information.
- Have a deep level of integrity

Duties and Responsibilities:

General Leadership

- As a member of the RSWR Senior Leadership Team, work with the board to develop and articulate a clear vision and major goals for all RSWR programs and assist with the development and implementation of the strategic plan for the growth of RSWR.
- Cultivate passion for the mission and programs of RSWR throughout the organization, and clearly communicate the mission and goals to staff, board members, donors.
- Work with the Senior Leadership Team to develop an annual budget and ensure RSWR is financially stable and operating within the approved budget.

Development and Fundraising

- In partnership and support of the General Secretary, provide leadership for the RSWR Development Program, including planning and implementing an effective fundraising strategy for annual giving, planned giving and campaigns.
- Assist in building a strong major gifts program, which will include efforts to identify and cultivate donors who have the capacity to make significant gifts.
- Update and maintain a robust and accurate donor database (Donor Perfect) to track gifts and relationships, and reconcile the donor database with QuickBooks.
- Build a strong planned giving program for supporters of RSWR, including charitable gift annuities, trusts, and estate plans.

Interpretation and Communication and Public Relations

- Serve as one of the principal public faces of RSWR, visiting Quaker meetings and events. Present RSWR's mission, goals, programs, and services to all stakeholders and to the broader Quaker and (as appropriate) non-Quaker public.
- Responsible for all forms of printed and electronic communications.
- Establish goals and outcomes to evaluate the success of the communication program.

Personnel Administration and Supervision

- Recruit, hire, supervise, and conduct periodic reviews of the Advancement staff.
- Provide or arrange for appropriate training and job development for Advancement staff.
- Provide clear expectations for staff through annual work plans that include measurable outcomes, timelines, and individualized goals that promote success.
- Meet in regular supervisory meetings with Advancement staff, conduct annual performance reviews, and prepare annual reports on those reviews.

Support for Board and Committees

- Ensure the Board, its committees, and its officers receive appropriate support, including attendance at Board meetings with necessary reports.
- Take steps to facilitate engagement of Board members in policy decisions relevant to the Advancement program.

Hours: Full Time (Exempt)

Supervisor: General Secretary

Supervises: Director of Communications, Development Associate

Compensation and Benefits: Salary negotiable. Paid holidays/sick/vacation time, medical insurance, retirement.

Interested? Please submit the following items to Jacqueline Stillwell at rswr@rswr.org with "Assoc Sec of Advancement" and your last name in the email subject line:

- current resume
- cover letter that includes how you heard about the position, why you want to be considered and your qualifications
- contact information (phone & email) for three or more references, at least two of whom are professional references

Review of applications will begin September 2022 and continue until the position is filled.