

## Job Description

### HEAD OF DEVELOPMENT

<b>Company:</b>	Reporters Committee for Freedom of the Press
<b>Reporting To:</b>	Executive Director
<b>Location:</b>	NY, DC, Remote

### ABOUT THE ORGANIZATION

Established in 1970, the Reporters Committee for Freedom of the Press (RCFP) provides pro bono legal representation, amicus curiae support, and other legal resources to protect First Amendment freedoms and the newsgathering rights of journalists. RCFP serves news organizations, reporters, editors, documentary filmmakers, media lawyers, and many more who use its online resources.

### POSITION SUMMARY

Reporting to the Executive Director (ED), the Head of Development is a collaborative leader who will set the strategic vision for RCFP's fundraising efforts and support the organization's growth, helping to ensure that RCFP has the resources to meet its goals. He/she will lead RCFP to meet its current annual fundraising goals of over \$6+ million annually, as well as raise endowment through a comprehensive, national major gifts campaign. The Head of Development is charged with creating and implementing an overall development strategy that includes a robust foundation portfolio, major donor identification, annual New York gala, qualification and cultivation, and online fundraising, as well as growing and diversifying the organization's funding base. The Development leader will oversee a small staff and, as a key member of RCFP's leadership team, will partner with the Steering Committee on all development matters.

### SCOPE AND IMPACT OF THE ROLE

As the nation's leading nonprofit protecting the legal rights of the press, the Reporter Committee works on the front lines of democracy. The Head of Development at RCFP will be serving in a key capacity at the center of press freedom and accountability journalism in the U.S. The Reporters Committee's mission since its founding in 1970 has been to provide free legal services to journalists and news organizations that couldn't otherwise afford it — helping with government access and Freedom of Information Act cases, defending against seizure of notes and phone records, litigating when necessary, and writing amicus briefs defending the First Amendment and advancing government transparency.

Long known for its role at the national level working with major media organizations in the most difficult cases, the Reporters Committee in the past couple of years has intensified its efforts to support local journalists doing critical reporting on the functioning (and dysfunctioning) of government throughout the country.

All of this work is especially urgent in light of the simultaneous challenges to democracy and the financial well-being of journalism. In these challenges are

tremendous opportunities for executives in the nonprofit sector. The Head of Development will be joining an organization that has grown substantially in response to the threats to press freedom and which continues to lean into its ambitious effort to improve our democracy by ensuring every reporter and newsroom around the country has the legal resources they need to be effective watchdogs of government.

### **KEY RESPONSIBILITIES**

- Work with the Executive Director, Steering Committee, and Development Committee to implement a comprehensive multi-year development strategy, incorporating foundation and corporate support, individual donors (major, small dollar, online fundraising, etc.) as well as other appropriate sources, with an eye toward diversifying funding streams and growing the organizational budget.
- Contribute expertise and collaborate with other directors on the management of a healthy and vibrant nonprofit organization.
- Cultivate and strengthen relationships with new and current donors to increase gift size, frequency and retention through individualized stewardship, donor events (including the significant annual Freedom of the Press Awards gala in New York) social media, online and direct mail, and informal communication.
- Manage key foundation and corporate relationships, including stewardship of existing relationships as well as research and outreach to prospective funders about RCFP's current programs and future projects.
- Lead fundraising efforts around the annual dinner, including securing sponsorships, table and individual ticket sales and post event follow up. Work closely with event planning consultants and other contractors to execute successful event. Typical yield \$1+ million.
- With support from the development team, create and manage a development event strategy, including, as conditions permit, luncheons, salons, and private dinners.
- Collaborate closely with the Communications team to create effective, coordinated development messaging and donor outreach campaigns.
- Work with Steering Committee members, Executive Director, and other appropriate staff to identify new members for Steering Committee.
- Coordinate with the Director of Business Operations to develop and track budgets for existing and proposed grant projects, preparing regular development reports as required as well as an annual report to donors.
- Oversee development and execution of all grant proposals, reports and donor communications.
- Oversee research related to funding sources and trends to help position RCFP in relationship to its peer organizations and ahead of major funding changes or trends.
- Provide strong leadership and effective management for the development team, creating an environment of respect, creativity, and professional fulfillment.
- Oversee monitoring of all donor information in Salesforce; provide and present statistical analysis to the Executive Director, Steering Committee, and senior leaders.
- Manage development processes, infrastructure, and systems, including recordkeeping, database, gift acknowledgments, renewals, mailings and calendar.
- Hire and manage development staff as needed and approved by the Executive Director.
- Work closely with and manage external consultants and contractors as necessary for large scale campaigns and other special projects.

- Stay abreast of trends in development, such as impact investments, and more.

## REQUIREMENTS

- Demonstrated success as team leader and senior executive with ability to increase revenue or funding for media, legal services, or cause-related organization.
- Ability to develop and implement strategies to engage prospective donors and audiences, retain current donors, and move them toward increased giving levels.
- Understanding of fundraising around media and/or legal services preferred.
- Exceptional writing and impactful storytelling skills, especially for grant proposals, reports, direct mail appeals, major gifts case statements and other specialized fundraising materials.
- Excellent communication and relationship-building skills.
- Highly organized and able to manage multiple deadlines, and balance competing priorities.
- Experience working with nonprofits and/or nonprofit boards is preferred, as is some private sector experience
- Experience with using data/metrics.
- Ability and availability to travel (approximately 20%).

## DESIRED ATTRIBUTES

- High energy, creativity and passion for RCFP's mission is essential.
- Minimum 7 years of professional development experience in a nonprofit, legal services, or media organization; demonstrated success in managing and growing relationships representing diverse potential sources of funding.
- Ability to influence and engage a wide range of donors and build genuine, long-term relationships based on a passion for RCFP's mission.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Proven ability to work in a complex organization, with multiple priorities and initiatives that require attention.

Compensation Range: \$170,000-\$200,000 (DC-area location)

## TO APPLY

Send your resume and cover letter to:

[kdanziger@kollersearch.com](mailto:kdanziger@kollersearch.com)

## CONTACTS

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