



## Deputy Director

**ORGANIZATIONAL OVERVIEW:** Founded in 2003, Restoration One Ninety-Nine (R1:99) [www.R199.org](http://www.R199.org) is a 501c3 charity headquartered in Washington, DC. Our mission is to provide a holistic approach to aid in the restoration of survivors of complex trauma (i.e. trafficking, veterans, domestic violence, sexual abuse, etc.) so they may live responsibly and productively with purpose, hope, and dignity. Our vision is to serve the greater Washington, DC area as a leading provider of a continuum of therapeutic services and life skill training needed to help restore the lives of those with complex trauma. R1:99 bases its identity in Christ, focusing on the intimacy of a personal relationship with Jesus to transform lives.

**PART TIME POSITION OVERVIEW (20-25 hours per week, negotiable, depending on experience, work from home, flexible hours):** Reporting to the Founder and Executive Director, the **Deputy Director** serves as a key leadership team member and an active participant in making strategic decisions effecting R1:99 and managing all non-clinical programs and staff. In partnership with the Board of Directors, this position is responsible for development activities, as well as the coordination and implementation of related and supporting awareness activities. **The ideal candidate will be from the Metro D.C. area or have contacts in the area to be able to** forge new relationships that build R1:99's visibility, impact, and financial resources. The Deputy Director will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The Deputy Director will have primary responsibility for establishing and implementing the infrastructure needed to grow R1:99's budget and programs through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support.

The candidate will expand and diversify R1:99's donor base/pipeline and work closely with the Founder and other team members to secure funding for new initiatives. In addition, the Deputy Director will work closely with the Board of Directors for the purpose of growing community awareness, fundraising and development activities.

Compensation: according to experience and agreed-upon weekly/monthly hours.

**Key Responsibilities** include but are not limited to:

- Working within R1:99's volunteer and staff partnership environment, the Deputy Director will support and maintain the vision, mission, priorities, and guiding principles of R1:99.
- Oversee the day-to-day management of non-clinical programs, staff and volunteers in the implementation of strategic and operational plans to drive fundraising and non-fundraising priorities.
- Assist in the development and engagement of board members, as well as with the identification and cultivation of potential board members in coordination with the Executive Director and Nominating Committee.
- In partnership with the Founder/Executive Director, administer and coordinate the annual planning and budgeting program for quality assurance and for congruence with the organization's strategic plan.
- Make recommendations to stimulate the organization's growth based on results and opportunities.
- Recruit staff and manage key non-clinical programs providing leadership, cultivation, acknowledgement, support, and assistance in building and implementing their annual plans.
- Provide strategic direction for major programs and community development activities such as corporate partnership development, volunteer leadership development, marketing and communication, and educational programs.
- Recruit, screen and present candidates for positions to the Founder/Executive Director.
- Coordinate training and orientation of new staff.
- Represent the best interests, professionalism and integrity of R1:99 in all activities and relationships through a unified message of the R1:99's mission and a commitment to organizational standards and leadership by personal example.
- Ensure the confidentiality and security of proprietary information.
- Establish a network and represent the organization in professional societies/organizations.
- Perform other duties as assigned by Founder/Executive Director.

**Required skills** include but not limited to:

- Bachelor's Degree required; Masters preferred.
- Three to five (3-5) years of progressively responsible and related experience with a minimum of 2 years in a supervisory capacity required.
- Volunteer and staff management experience.
- Team player, who has the ability to interface with all levels of staff and volunteers.
- Must develop, maintain, and utilize relationships with community partners.
- Capability to leverage relationships and negotiate agreements.
- Proficiency in non-profit and fiscal management.
- Effectively multi-task, establish priorities and work in a fast-paced environment.

- Highly efficient in time management and can meet deadlines under pressure.
- Excellent written, oral, and communication skills.
- Ability for presentation delivery, conveying ideas and instructing effectively.
- Superior active listening, observation, analytical and problem recognition and solving skills. Exercise sound judgment.
- Ability to work and make judgments independently and take initiative.
- Well-disciplined and a self-starter that is extremely resourceful.
- High capacity to assess the value, importance, and/or quality of activities and people.
- Strong knowledge of Microsoft Office (Word, Excel and PowerPoint).
- Ability to travel locally as required.
- Occasional evening and weekend work required as needed.

**Qualified candidates should email:**

- 1) Cover letter
- 2) Resume
- 3) A writing sample of a donor solicitation mailing (appeal letter, newsletter, etc.).
- 4) A sample successful project implementation or grant proposal that you have been directly involved in composing
- 5) A list of three (3) professional references with contact information to [info@R199.org](mailto:info@R199.org).

Initial interviews of qualified applicants will take place on zoom. R1:99 cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found.