



Director of Partner Engagement Northern Virginia Human Trafficking Initiative (NOVA-HTI)

JOB TITLE: Director of Partner Engagement

DEPARTMENT: Partner Engagement

SUPERVISOR: Executive Director

Northern Virginia Human Trafficking Initiative (NOVA-HTI) is a Christian nonprofit organization, located in Reston, VA, that has grown from a grassroots movement in 2010 into a cutting-edge leader and resource in the field of human trafficking advocacy and services. NOVA-HTI cannot exist without our partners who support us in various ways through financial gifts, volunteering, and helping to spread awareness.

GENERAL JOB DESCRIPTION

Reporting to and in partnership with the Executive Director (ED), the Director of Partner Engagement (DPE) spearheads development efforts and directs volunteers as NOVA-HTI continues to grow. The DPE will build the development function and direct volunteer activities related to the recruiting and placement of volunteers as well as initial and continuing training of volunteers. This is a part-time position that will work into being full-time as funding allows.

MAJOR DUTIES AND RESPONSIBILITIES - DEVELOPMENT

- Direct the work and tasks of the Partner Engagement Coordinator and Ambassador Coordinator.



- Develop and execute NOVA-HTI's annual fundraising plan.
- Recruit and lead an advisory committee/group to address fundraising strategies.
- Coordinate with the Communications Team in the implementation of fundraising communications.
- Secure financial support from individuals, churches, foundations, and corporations.
- Develop and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large sustained base of individual donors and Ambassador Program.
- Oversee the planning of fundraising events.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Speak publicly on behalf of NOVA-HTI.

MAJOR DUTIES AND RESPONSIBILITIES - VOLUNTEERS

- Direct and supervise the work and tasks of the Volunteer Coordinator.
- Provide guidance on the volunteer requirements of the various Team Directors, review requirements with the Team Directors and draft volunteer role descriptions for NOVA-HTI vacant positions.
- Review volunteer applications and provide assistance to Volunteer Coordinator on appropriate placement.
- Develop and present initial training for volunteers and as well as specialized training required by the Executive Director and the Team Directors.
- Work with Team Directors to plan and coordinate quarterly meetings for volunteers.

QUALIFICATIONS FOR THE JOB

Education and requirements:

- Bachelor's degree preferred.
- Five -plus years of experience in development preferred.



- Demonstrated excellence in organizational, managerial, and communication skills.
- Experience in team building.
- Understanding of budgets, revenue, and expenses.
- Excellent inter-personal communication skills.
- Excellent communication, as well as negotiation skills.
- Complete background check.
- Sign confidentiality disclosure.
- Agree with and sign the Leadership Agreement and Employee Handbook.
- Attend weekly staff meetings.

Other:

- Excellent interpersonal skills, including the ability to work collaboratively on a team.
- Proficiency in Microsoft Word, Excel and PowerPoint, when applicable.
- Knowledge of Salesforce helpful, but not required.
- Caring and compassionate.
- 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.
- Be willing to practice excellent self-care for yourself.
- A team player.

Contact:

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