



Rethreaded is seeking an outgoing, organized and self-motivated Partnership Development Manager. The Partnership Development Manager will be responsible for all aspects of donor stewardship and relations including growing and maintaining Rethreaded's existing donor base, cultivating new relationships, and providing support on all grants, fundraising projects, fundraisers and events.

Rethreaded is a 501(c)3 non-profit organization and social enterprise based in Jacksonville, FL dedicated to breaking the cycle of the sex trade with business by offering viable and life-giving work to survivors of human trafficking on a global and local level. Rethreaded designs, manufactures and sells its own brand of high-quality upcycled consumer products as well as resales like-minded company's products. Rethreaded currently directly employs 11 Survivors locally and is supporting over 4000 Survivors worldwide through our sales efforts.

### ABOUT YOU

- You are bold, and you aren't afraid to ask.
- You aren't afraid to speak in front of crowds large or small.
- You understand the importance and value of an expertly crafted handwritten note.
- You enjoy meeting new people and expanding your network; building relationships comes natural to you.
- You are a great event planner and enjoy coordinating all the logistics and details that go into creating memorable experiences.
- You are organized, you have solid computer and Google suite skills, but enjoy learning and expanding your skill set.
- You are a self-starter and can work independently a majority of the time, but you are adaptable and you are just as effective as part of a team or committee.
- You are a great storyteller and can leverage that skill to strengthen existing relationships and build new relationships.
- You have good time-management skills and can manage multiple priorities with grace.
- You are able to work nights and weekends.
- You are passionate about empowering women and your passion drives you to achieve your fundraising goals.

### RESPONSIBILITIES INCLUDE

- Build and maintain positive relationships with existing donors, partners and volunteers.
- Cultivate new relationships with potential donors, partners and volunteers.
- Maintain accurate and detailed records of all donor, partner and volunteer interactions in the Customer Relationship Management database.
- Process and document all incoming gifts including online donations, checks, matching gifts and in-kind contributions and communicate clearly and timely with Finance Department staff.
- Generate donor acknowledgements and thank you cards or letters within 48 hours of receipt of all gifts.

- Assist with ongoing giving campaigns using mail, email and phone.
- Assist with the coordination of donor gatherings, fundraisers and special events.
- Host Rethreaded 101 luncheon to include all administrative duties before, during and after the event.
- Create powerful and meaningful presentations and comfortable speaking in front of groups of 5 to 500.
- Actively network in the community.
- Perform research and reporting on prospective corporate, foundation and individual donors as needed.
- Respond to donor inquiries regarding contributions and giving history.
- Assist with researching and writing new grants, providing information and supporting documentation as needed for grant reporting purposes.
- Assist with outside sales events as needed.

## ADDITIONAL INFORMATION

- Full time, 40 to 40+ hrs per week
- Salaried, Exempt
- Partial benefits
- Reports to the Chief Operating Officer
- Preference will be given to applicants that identify as a survivor of human trafficking

## PHYSICAL REQUIREMENTS

- Able to read, hand-write and type in English
- Able to comfortably speak in front of large crowds
- Able to hear and understand, and clearly speak English in person and/or over the phone
- Able to regularly lift up to 30 lbs and occasionally lift up to 50 lbs
- Able to sit or stand for up to 6 hours at a time
- Able to drive and has a driver's license in good standing.

Please send resume and cover letter [jobs@rethreaded.com](mailto:jobs@rethreaded.com).

*Rethreaded is a drug-free workplace. Pre-hire and random drug screens upon employment will be required. Refusal to submit to a drug screen will result in termination or retraction of any employment offer. Employees or applicants may contest a positive drug screen result to the medical review officer within 5 days of the notification of the positive drug screen result.*