
RIA House, Inc. is a 501(c)3 nonprofit organization headquartered in Framingham, MA, with an ancillary office in downtown Worcester, serving the Greater Boston, Middlesex, and Central regions and beyond. Our mission is to stand with and support women with experience in the commercial sex trade and its associated exploitation, trafficking, and prostitution, by providing a support network and connections to a range of community-based services. RIA House uses a survivor-engaged, clinical team approach, with small caseloads, and the capacity to provide mobile support to women as they move through their lives. Our model, Sisters Leading Sisters, is one of accompaniment in a journey towards wholeness and healing.

Our priority goal is to sustain and grow our work over the next several years. Towards this end, we are looking for a resourceful, self-motivated, driven, kind and thoughtful Development & Strategy Associate to help us deepen the relationships we have with our current donor base of individuals, foundations, grants, and partner organizations; while we also hope to grow this base substantially over the next year or so and invest in our specialized services.

Opportunity
This highly valued position will work closely with the Executive Director, Director of Programs, and Vice Chair of the Board of Directors to lead the development and administrative needs related. A successful candidate will be dynamic, experienced, fearless, and effective at developing and cultivating fundraising relationships which will build our program capacity. S/he will provide coordination and production of two annual fundraising events and other activities related to development. Providing administrative support for these events and activities is an important part of this position. Overall, s/he will play a central role in building the strategic fundraising relationships of the organization to grow our ability to provide services to more women according to our vision of a world where people are not victimized, exploited, bought, or sold for the sexual gratification of another person.

Essential Functions
• Participate with the Executive Director, Director of Programs, and Vice Chair of the Board of Directors ongoing in thought leadership and other strategic and collaborative decision making processes.
• Conduct necessary research related to growing our current donor base and adding new individual donors, local businesses, corporations, related organizations, and others.
• Make and sustain connections with current and new individual donor base to grow that base.
• Identify resources for events, mailings, website development, and other marketing functions.
• Provide administrative support ongoing with development, grants and reporting with particular emphasis on the publishing of our annual report.

Skills and Experience
• Demonstrated experience in administrative management, building interpersonal relationships and social networking, and raising money.
• Superior experience in managing administrative systems and processes related to social media and data management.
• Flexible, accepting, and positive attitude when working with others of all backgrounds and experiences.
• Willingness and serious interest to be involved in a growing nonprofit organization.

Requirements
• Time to share.
• Strong interpersonal skills.
• Sense of humor.
• Ability to apply oneself imaginatively and entrepreneurially.

Hours and Benefits
We work as a team Monday through Friday, during normal business hours, with some evenings and weekends required. The benefits of this opportunity are to help build a better world by being present and committed to serving others, and by working with a fantastic and passionate team.

Compensation
Competitive salary, lots of vacation, sick time, and mileage reimbursement. Position is confidently funded for one year with the hope of continuing based on performance and available resources.

Location
RIA House is headquartered in Framingham with a secondary office in Worcester.

How to Apply
Please include a detailed cover letter of interest that speaks to how your past experience, motivation, and interests would benefit the aims of this position. Also, include a current resume/CV to info@riahouse.org. Applications will be received until position is filled.

RIA House, Inc. is an equal opportunity employer that actively seeks, trains, and promotes candidates from diverse backgrounds including people with lived experience, women, communities of color, the LGBTQ community, and people with disabilities. We seek to hire people from various cultures, nationalities, and ethnicities who bring a range of backgrounds, beliefs, personal experiences, and interests to the organization. RIA House believes that our differences inspire us to learn and grow, and enrich each of our lives by deepening our relationships with the people whom we do business.