



# WE ARE HIRING

JOIN OUR TEAM!

POSITION

Development Associate

POSTING DATE

November 2019

## WHO WE ARE

**Rhia Ventures** is a social investment and advocacy venture based in San Francisco, California. We invest in private equity, engage in shareholder activism, and curate a community of like-minded investors who use the scale of private capital and the power of corporations to reimagine women's reproductive health.

## WHAT WE BELIEVE

We believe that reproductive health has been historically under-funded and deserves more attention in these turbulent times. We believe that through collaboration we will create more powerful solutions, and we believe that investment and shareholder advocacy can move the field in new and innovative ways.

## OUR FOCUS

We bring new types of capital and companies into the field of reproductive health to benefit all women in the United States, particularly those often overlooked. We invest the capital of our robust and growing network that includes philanthropies, family offices, equity investors, and other financial institutions. We also engage with public companies and their shareholders to improve the lives of women in the United States.

## OUR TEAM AND CULTURE

We are investment professionals and shareholder strategists who are dedicated to the mission of improving women's reproductive health, have the experience to hit the ground running, and have a growth mindset for ourselves and our organization. We value diversity, have the courage to trust quickly and engage honestly, and deliver high-quality results consistently over time in a work environment that is flexible and accounts for our families and private lives. We value collaboration, kindness, academic rigor, and learning from our victories as well as our failures. We are continuously developing ourselves and our organization.

## THE ROLE

Rhia Ventures is financially supported through two important revenue channels: grants from philanthropic foundations and management fees from our private investment funds. We have a large network of existing and potential funders and investors, and we are seeking a **Development Associate** who can lead the work associated with building and maintaining this community over time. The Development Associate will initially report to the CEO of Rhia Ventures, and will be key in managing our relationship with our philanthropic Alliance members and fund Limited Partners, designing and implementing communications and programs, designing, owning and maintaining our database of funders, investors and other contacts, and participating with the team in the strategy around communications and marketing.

We are seeking a professional with demonstrated experience in managing complex CRM systems, forming relationships with key stakeholders, and organizing events and strategic communications. This person should have a deep orientation toward the field of reproductive health and potentially some expertise in the area.

## DEVELOPMENT ASSOCIATE RESPONSIBILITIES INCLUDE

- **Executive Assistance** – Provide administrative support to Relationship Leads, including donor and investor research, preparing correspondence, developing funding proposals, distributing agendas, and taking meeting minutes.
- Prepare weekly reports on fundraising progress.
- **Database Management** – Track donations and investments, gift acknowledgment and progress of fundraising in the donor/investor management system.
- Create systems to track solicitation and pitch activities and outcomes.
- Manage the database of foundations, grants, applications, investors and investments
- Lead and direct team engagement with database system and recommend and oversee refinements over time
- **Event Planning & Participation** – In collaborating with the Director of Operations, serve as the coordinator of small (25+) and large events (300+)
- Maintain strong relationships with vendors and manage contracts
- Assist in securing sponsorships and in-kind donations
- Serve as a strong representative of Rhia Ventures at various community and special events
- **Donor and Investor Stewardship** – Implement donor and investor stewardship strategy, including gift and investment acknowledgment and donor and investor recognition activities
- Develop and maintain communication and print materials
- Perform other duties as assigned

## QUALIFICATIONS

- Clear passion for and commitment to the field of reproductive health
- Bachelor's degree required, and a minimum of three years of experience or equivalent with non-profit or venture/PE fundraising
- Organized and proactive, with demonstrated project management expertise
- Effective oral, written communication skills and strong interpersonal skills, with the ability to communicate with a wide range of individuals in a diverse community
- The ability to conduct research, gather data, analyze information, and prepare reports and other materials
- The ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, investors, prospects, volunteers, and others
- The ability to multi-task and set priorities
- A dedicated team player committed to collaboration
- Working knowledge of Microsoft Office Suite and Salesforce, as well as relevant project management software
- Demonstrated comfort with ambiguity, resilience, and flexibility
- Willingness to travel up to 25% (usually predictable).
- Willing to seek help and embrace personal development goals
- Ability to work in a dynamic, fast-paced and entrepreneurial environment, often independently

## OTHER DETAILS

- Competitive benefits package
- Salary is commensurate with experience
- Status: Full-time, exempt
- Reports to the CEO of Rhia Ventures
- Office location: Downtown San Francisco, CA
- Candidate location preference: Bay Area preferred, but open to remote candidates
- Position will be in place for one year and will be renewed depending upon organizational and individual performance and preferences

APPLY BY SENDING YOUR  
RESUME & COVER LETTER  
TO:

[developmentassociate@rhiaventures.org](mailto:developmentassociate@rhiaventures.org)

TO LEARN MORE, VISIT:  
[WWW.RHIAVENTURES.ORG](http://WWW.RHIAVENTURES.ORG)



Rhia Ventures is an equal opportunity employer. We seek to build and maintain a diverse staff with regard to race, sex, culture, ethnicity, class, religion, physical ability, age, gender identity or expression and sexual orientation. The organization is a drug free workplace, and complies with ADA regulations as applicable.