Employment Opportunity: Associate Director

About WithAll
WithAll is a 501(c)(3) working with individuals and partners to advance eating disorder prevention and support for recovery by providing simple, accessible tools that help people act. Whether on proactive paths or in crisis moments, we provide services and resources to help all create and recover health. To learn more about us and what motivates us visit https://withall.org/who-we-are/

Position Summary
WithAll is seeking a motivated, energetic person who seeks to be a part of a growing organization. WithAll’s management team is skilled and dedicated to a productive and fun work culture that values health – mental, physical, all of it.

The Associate Director sits at the intersection of organizational growth and vision, philanthropic development, program growth, communications and marketing, and organizational operations – ensuring all operate at their fullest potential, according to specific goals and timelines, in order that WithAll fulfills its mission to advance eating disorder prevention and support by providing simple and actionable tools and resources.

Success in this role will be measured according to achievement of WithAll’s multi-year philanthropic development, programming, and operations goals, according to specific, established timelines.

Key Duties & Responsibilities:

Organizational Integration
• In partnership with the Executive Director,
  o Oversee the organization’s programming, philanthropic development, finances, marketing and communications, human resources/performance management, technology/databases, systems, legal, and facilities to ensure all are meeting the organization’s needs according to the annual goals and strategic plan.
  o Achieve program impact and financial goals as budgeted.
• Manage the intersection of programming development and philanthropic development.
• Communicate the progress of the organization’s execution of plans for philanthropic revenue, program impact, and program revenue to WithAll staff and Board of Directors regularly.
• Support efforts to lead, coach, develop, and retain WithAll staff.
• Support efforts to strengthen and grow WithAll’s volunteer program, to ensure WithAll is fully leveraging volunteers’ skills and abilities in furtherance of our mission and annual fundraising and program goals.

Philanthropic Development
• In partnership with the Executive Director and Director of Development and Operations,
  o Build relationships with prospective donors to build a portfolio of local, regional, and national funders to meet or exceed income goals and program goals.
  o Cultivate, maintain, and steward relationships with current and potential donors to deepen their relationships with WithAll.
  o Research, review, and evaluate new funding sources and opportunities (both philanthropic support and fee-based support) and make recommendations to pursue.
- Regularly review progress against strategic plans following the EOS/Traction model for each philanthropic development area, including major gifts, annual giving campaigns, grateful client program, direct mail programs and corporate fundraising programs, employer gift-matching, grants, events, development operations, CRM, and more.

**Programming**
- Develop programming plans and goals, including key strategic program partnerships.
- Build relationships with prospective program partners to build a portfolio of local, regional, and national partners to meet or exceed program goals.
- Directly manage program delivery, partnership outreach, and partnership communications to maximize impact and minimize costs.
- Develop and ensure execution against program assessments through evaluations and impact goals.

**Communications**
- Oversee the development and execution of a communications growth plan, that targets growth in digital followers/traffic, program users, donors, and other key stakeholders.
- Oversee, and manage as necessary, a digital/data plan (including data management, review, SEO, digital analytics) that leverages program user information to further WithAll’s program and revenue strategies.
- Represent and confidently speak on behalf of WithAll at community events, meetings, or conferences to promote goals or solicit donations and sponsorships.

**Knowledge and Skills:**
- Passion for health and eliminating and preventing eating disorders.
- A “can-do”/ “get ‘er done” work ethic, with an inclination to find solutions and address issues quickly.
- Ability to manage—and thrive in— a scrappy/creative work environment that requires continuous change, evolution, and growth and where the work that needs to be done exceeds the capacity to do the work.
- A sense of humor.
- A commitment to teamwork.
- Impeccable interpersonal, oral and written communications skills in order to convey a strong and effective message about the organization.
- Strong executive presence and public speaking abilities.
- Proven ability to clearly communicate, coordinate, delegate, prioritize, lead, multi-task, negotiate, organize, and problem solve.
- Demonstrated ability to cultivate new relationships with community leaders and partners.
- Able to manage projects, deadlines and collaborative efforts. Must be able to inspire others to build a highly collaborative environment.
- Able to demonstrate an understanding of overall principles and practices of non-profit administration while taking a significant external role for the organization.
- Knowledge of and experience with EOS/Traction.
- Knowledge of non-profit accounting and ability to create and implement short and long-term actions plans.

**Education and Work Experience:**
• Bachelor’s Degree
• 7+ years of non-profit experience, including some combination of programming, communications, or philanthropic revenue activity.
  o Experience engaging other organizations to build and maintain partnerships.
  o Direct experience with nonprofit finance and accounting.
  o Experience leveraging digital communication tools and databases (i.e. CRM) to grow program and fundraising reach.
• 5+ years management experience, preferably in a nonprofit setting.
  o Significant and demonstrated experience leading a cross-functional team (program leads and philanthropic development leads) with diverse and complementary skill sets to meet specific goals.
  o Experience working with an executive that reports to a board of directors.
  o Experience and strong interest in plan development and oversight to achieve specific budget targets.
• 5+ years of philanthropic development experience, including annual giving campaigns, major-gifts programs, foundation/corporate grant writing, direct mail programs and corporate fundraising programs.
  o Experience and comfort with outreach to new donor prospects or program partners to start a relationship or partnership.
  o Demonstrate a proven track record of leading (preferable) or working within a team to secure grants and gifts from diverse funding sources.

**Commitment to Equity and Inclusion:** Contribute to a respectful, inclusive work culture and environment to engage and retain all employees. Acts with intention to create and promote equity and openness across the organization.

**Responsibility to the Team:** Responsible for ensuring colleagues remains aware of challenges and opportunities. Contribute maximum productivity and performance to advance the overall effort.

**Salary:**
Competitive compensation and benefits package commensurate with experience.

WithAll provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. People of color, transgender people, and gender non-conforming people are strongly encouraged to apply.

**To Apply:**
Send cover letter and resume to hello@withall.org.