Overview of On The Rise, Inc.

**On The Rise, Inc. (OTR)** is a dynamic Cambridge, MA-based non-profit founded in 1995 that serves women, trans, and non-binary people currently/formerly experiencing homelessness throughout the region. Our Safe Haven day program provides a space where participants can meet some of their tangible needs, such as taking a shower, receiving their mail, or doing laundry, as well as meet one-on-one with advocates to work on longer-term goals. The Keep The Keys program supports our participants as they transition into stable housing and the opportunities and challenges that presents. Our innovative approach supports our participants’ initiative and core strengths to help them find safety and discover new possibilities. OTR is committed to social justice, dismantling oppression, and striving to be an anti-racist organization.

At On The Rise, the core of our work is building authentic, long-term relationships with program participants. Through these relationships we foster the trust and belonging that is foundational to people’s feelings of agency, empowerment, and safety in community. Program participants display enormous strength and ingenuity in coping with challenges such as homelessness, domestic violence, mental illness, the after-effects of childhood abuse, involvement in the legal system, systemic oppression, and intergenerational trauma. We work to meet people where they are and follow their self-determined visions of success as they navigate structural barriers and challenges. We strive to create a low-threshold environment where people can bring their whole selves, while also holding each individual accountable to the community.

Hours, Activities, and Responsibilities

This full-time, non-exempt employee reports to the Director of Development & Communications. The Stewardship and Events Officer will work a full-time schedule with occasional evening and weekend hours and the option to work a hybrid schedule. This role offers the opportunity to work in a small nonprofit and develop skills in all areas of the Development function. We strongly encourage time spent in the Safe Haven to develop relationships with the Advocacy team and program participants.

**Event Coordination:**

- Assist with coordination of fundraising events, including our signature event, the annual Prepare For Winter Dinner and smaller cultivation events, such as Empty Bowls.
- Responsibilities include the coordination of: venue and vendors, sponsorship outreach (with support from Director of Development), collateral production, donor engagement at events, and event follow up.
- Leads the solicitation and organization of donated goods and services to our silent auctions at events where they occur. Silent auction solicitation usually supported by interns, providing an opportunity to manage others on the team.

**Donor Cultivation and Stewardship**

- Support meaningful stewardship of donors, including individual meetings, engagement events, and creation of reports on what their giving has accomplished, including drafting copy and collecting photos and other impact data, as needed.
- Lead at least one mailing activity per year (e.g. holiday letter, summer renewal)
- In coordination with the Development and Communications Associate, prepares the Annual Report
Community Engagement

- Attend and represent On The Rise at community events, forums, groups, and partner organizations (includes occasional nights and weekends - approx. 1 per month)
- Facilitate engagement opportunities for corporate partners and community groups (includes occasional night and weekend support - approx. 1 per month)

General Administrative Duties

- Support data entry, gift processing and acknowledgement during busy seasons.
- Other duties and administrative support as assigned.

Who we are looking for:
The following qualities are essential in a strong Stewardship and Events Officer

Mission and Values:

- Commits to On The Rise’s mission and values of inclusion, safety, self determination, diversity, relationships, wholeness, and community.
- Understands, articulates, and communicates On The Rise’s tenets of harm reduction, trauma inclusion, relational-cultural theory, strength-based de-centered practice, a wellbeing approach, and anti-oppression frameworks, to a diverse community.
- Participates in employer-sponsored activities acknowledging, confronting, and dismantling racism and other issues of oppression and examining the impact of racism on themselves, on On The Rise, and in the community at large.
- Interest in learning about and developing inclusive, equitable, anti-racist fundraising practices.

Teamwork and Collaboration:

- Actively supports, challenges, and communicates with teammates and receives support and challenge with openness, curiosity, and humor.

Relationships and Boundaries:

- Builds authentic relationships with the community of supporters (donors, volunteers), fellow staff members, program participants, and outside collaborators, while maintaining appropriate boundaries.
- Excellent written and oral communications skills with the ability to build personal rapport with diverse constituencies.

Initiative and Agency:

- Exercises independent judgment, creativity in problem solving, and initiative.
- Like all On The Rise employees, exhibits the flexibility required in a small organization, openness to change, and seeks out resources for personal and professional growth.
- Flexible and open to “pitching in” as needed with other duties that arise in the course of the organization’s day-to-day operations.

Skills and Expertise:

- At least 3 years of experience in areas of fundraising, event planning, or community engagement
- Prior experience with database and office administration and donor management software strongly preferred.
- Detail-oriented individual skilled at handling multiple projects at the same time, who displays a commitment to the mission of On The Rise.
- Computer literacy and working knowledge of or willingness to learn Google Suite.
- Digital literacy, internet and social media savvy.
- Knowledge and/or experience of homelessness and trauma services is a plus.
Hiring Process, Salary, and Benefits:

- **To apply:** Submit a cover letter and resume to hiring@ontherise.org. Applications without a cover letter will not be considered.

- **Salary Range:** $50,000 - $60,000, commensurate with experience and qualifications. This is a full-time, salaried non-exempt position.
  - **Starting Bonus:** $1,500 starting bonus to be paid within three weeks of start date, less applicable taxes and withholdings.

- **Hiring Timeline:** Applications will be accepted through August 26th. First round Interviews will be held virtually between August 15 and Sept. 2. It is On The Rise’s hope that the hired candidate begins work by mid-end of September.

- **Generous benefits package including:**
  - 75% employer sponsored health and dental coverage
  - Up to 5% retirement plan employer contribution
  - Annually 15 vacation days, 12 sick days, 12 paid holidays, 2 personal days
  - 100% employer paid short-/long-term disability plans, life insurance, and paid family and medical leave benefits

On The Rise recognizes the importance and benefits of diversity in the workplace and the community. We are an AA/EOE, and we strongly encourage people who are bilingual/bicultural, people of color, people with disabilities, members of LGBQ/T communities, trans, and non-binary people to apply.

OTR is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact hiring@ontherise.org.