



POSITION AVAILABLE
Development Manager, 50% Time (.5 Full-time Equivalent)
Justice Policy Institute (Washington, DC)

The Justice Policy Institute seeks an experienced development officer with a passion for social justice to join our Washington, D.C.-based team.

Agency Description: The Justice Policy Institute (JPI) is a national nonprofit organization whose mission is to reduce society's reliance on incarceration and the criminal justice system and improve the well-being of all people and communities. JPI does this through groundbreaking research and analysis, strategic communications, and technical assistance to advocates and policymakers. **Please visit our website, www.justicepolicy.org and review our work before you apply.**

Responsibilities: JPI is seeking a half-time (.5 Full-time Equivalent) Development Manager to coordinate JPI's fundraising program, with an emphasis on individual donor identification, cultivation, solicitation and stewardship. He or she will plan and implement all fundraising strategies, with assistance, as appropriate and necessary, from JPI staff and board. Specific activities will include: develop and manage a donor database; conduct prospect research; manage special events, create individual solicitation plans and produce fundraising materials for print and web. The Development Manager reports to the Executive Director.

Specific Duties Include:

- Develop a comprehensive development plan for the identification, cultivation, solicitation and stewardship of individual donors, with a focus on major gifts.
- Work with other staff to identify new prospects for grants, and assist in writing proposals.
- Develop creative fundraising strategies aimed at segmented audiences, using both traditional strategies and social media and e-campaigns.
- Manage, plan, and execute special events, especially donor cultivation opportunities.
- With Operations Coordinator, develop and maintain database of donors and prospects that documents gift information, stewardship activities, and other relevant information.
- Schedule and facilitate meetings between JPI staff and board members and prospects/donors.
- With other staff, ensure compliance with all relevant regulations and laws regarding fundraising activities.
- Work together with communications staff to ensure JPI's publications and outreach materials convey the importance of donations to the organization meeting its mission.
- With Operations Coordinator, manage the mailing of solicitation materials and donation receipt letters.
- Contribute to preparation of grant proposals and reports, as needed.

The ideal candidate will possess the following skills and experience:

- Bachelor's degree and coursework (formal or informal) in fundraising methodology and strategy.
- At least five years experience successfully raising funds for a non-profit organization, substantially increasing the contributions to the organization by individuals.
- Proven facility in fundraising techniques including face-to-face solicitation, proposal writing, special events, and direct mail and email.
- Experience in building a development program from the ground up.
- Excellent written and oral communication skills, including a demonstrated ability to communicate and promote the goals of a mission-driven organization.
- Ability and willingness to travel to meet with donors and prospects as needed.
- Experience raising funds for advocacy, human services, and/or social justice focused organizations.

Salary: Competitive salary commensurate with skills and experience and comparable to similar positions in the nonprofit community.

Hours: 50% time (.5 Full-time equivalent), salaried.

To apply: Please email (preferred) a cover letter and resume that demonstrate your qualifications for this position. If you are emailing your application, please attach your resume and cover letter as either Word or PDF attachments. Only candidates selected for interviews will be contacted.

Please submit (email, preferred) documents to: info@justicepolicy.org, or send to: Justice Policy Institute, 1012 14th St. NW, #400, Washington, DC 20005. Please, no phone calls or visits. JPI is an equal opportunity employer that values diversity.