

JusticeMatters

Position:	Director of Development
Type:	Full Time
Status:	Exempt
Reports to:	Executive Director
Salary range:	Available upon request
Location:	Durham, North Carolina
Updated:	8/18/2022

Position Summary

The Director of Development will lead the creation and implementation of a comprehensive fundraising plan to increase, diversify, and sustain contribution and grant revenue in order to further the mission of JusticeMatters. A key focus of the Director of Development will be the organization and strategic oversight of current and prospective donor engagement, including identification, qualification, cultivation, and stewardship and serve on JusticeMatters' leadership team to help articulate and guide the implementation of JusticeMatters' strategic vision.

Duties and Responsibilities:

- Lead a comprehensive, integrated, and self-sustaining financial development program focused on implementing an annual fund, major investor, and grant solicitation strategy.
- **Annual Fund Campaign.** Responsible for implementing an annual fund campaign strategy to grow the donor base, renew and upgrade donor support, and strengthen relationships with current donors below \$5,000 through direct mail appeal, impact reports, electronic mail, virtual and in-person events, and social media.
- **Major Gifts.** Partner with the Executive Director to develop prospects and engage donors with the capacity to make significant gifts of \$5,000 and above. Conduct research to identify top prospects based on financial capacity and willingness to give. Prepare reports and profiles to equip the ED for meetings

and solicitation. Engage with major investors and prospects for solicitation and stewardship, maintaining a portfolio of major investors and prospects. Network, and leverage ED and Board of Director networking, to identify new major gift prospects.

- **Grant Research and Management.** Work with the grant consultant to research and identify grant opportunities, assist in preparing proposals, and manage the application process in Salesforce.
- Create, implement, and evaluate strategies that lead to sound donor acquisition, cultivation, reactivation, segmenting and stewardship.
- Oversee the donor database and donor acknowledgements, working with COO to establish and implement data entry policies and procedures to ensure data consistency and quality.
- Oversee the generation of reports for creating, implementing, and monitoring the development plan as well as for board and staff development-related meetings.
- Attend Development Committee meetings and leverage committee members to implement donor engagement and stewardship strategy and meet fundraising goals.
- Supervise a team of development professionals, including a part-time data specialist and a grant consultant, and coordinate work with JusticeMatters' marketing firm.
- Communicate JusticeMatters' history, mission, vision, theory of change, and programmatic goals and metrics to current and prospective donors.
- Stay current and knowledgeable on gift regulations and donor fund management best practices, ensuring that JusticeMatters' development work is conducted according to the highest ethical standards.
- Oversee documentation of all donor engagement and interactions in Salesforce.
- Work closely with the Chief Operating Officer to maintain database infrastructure that tracks donor engagement and transactions, facilitates timely and accurate reporting, and streamlines processes.
- Other responsibilities as requested by the Executive Director.

Qualifications

1. Bachelor's degree required.
2. A track record of successfully executing a comprehensive development plan and closing five- and six-figure gifts.
3. Impeccable discretion and ethical approach to fundraising.
4. Appreciation for a rich, culturally sensitive work environment. Strong interpersonal skills, cultural humility, and cross-cultural communication skills.
5. Experience motivating and managing high-profile volunteer leadership and senior executives.
6. Excellent written and verbal communication and presentation skills.

7. Proficient with Microsoft Office and Google Suites as well as internet-based communications and research tools such as Google, Donor Search, LexisNexis, and Mailchimp.
8. Proficient in a Customer Relationship Management (CRM) database, such as Salesforce, a plus.
9. Responsible, self-initiating, and focused, with proven ability to work independently and also collaboratively in a team-based decisionmaking environment.
10. Employee and budget management experience.
11. Support of the Mission and vision of JusticeMatters.
12. Demonstrated commitment to the Values of JusticeMatters.

About JusticeMatters

JusticeMatters is a faith-motivated, nonprofit law firm that addresses the roots and repercussions of human trafficking. Founded in 2009 in Durham, North Carolina, we provide trauma-informed legal services throughout North Carolina and we promote just policies and practices impacting our clients and community. Since 2011 we have been at the forefront of efforts to integrate principles of trauma-informed care in the legal profession, recognizing that the way we provide legal services—not solely the legal results we secure—holds potential to promote the wellbeing of our clients and our workforce. Our team seeks justice, strives for excellence, upholds trauma-informed principles, embraces community, and is anchored in celebration. We envision the freedom and flourishing of all.

Compensation and Benefits

- Paid time off, (used for sick, vacation, etc.), dependent upon length of service
- 4-day work week
- Health insurance coverage for employees 100% paid by JusticeMatters
- Health insurance for family members (paid by employee)
- Dental and vision insurance (paid by employee)
- 401(k) retirement plan
- Stipend to cover all required licenses and professional memberships
- Access to robust and personalized professional development, including but not limited to professional conferences and ongoing psychoeducation for trauma-informed design/practice
- Flexible work schedule, with opportunities to work off-site
- Paid three-month sabbatical after seven (7) years of service, and every five (5) years thereafter

*These details are for informational purposes, and this list is not exhaustive. Benefits are subject to policy or plan changes.

For more information please visit our website at www.justicemattersnc.org or contact us at jobs@justicemattersnc.org. To apply, please send a cover letter and resume to job@justicemattersnc.org.