

Job Title	Development and Communications Coordinator
PVN ID	JJ-1709-002086
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 20, 2017 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Development and Communications Coordinator. The Development and Communications Coordinator, under the supervision of the Chief of Staff and in partnership with the Director, will be responsible for developing a higher profile and funding for PRI and its initiatives. Working closely with senior PRI staff, the Coordinator will establish a strategy for raising governmental and foundation funding for existing and new initiatives, as well as a strategy for our communications, website, and public relations messages. The ideal candidate will be responsible for developing and regularly updating informational and promotional material on PRI programs. Special attention will go to using a variety of media for sharing our findings more broadly and more systematically.

About the Prisoner Reentry Institute

The mission of the Prisoner Reentry Institute is to spur innovation and improve practice in the field of reentry by advancing knowledge; translating research into effective policy and service delivery; and fostering effective partnerships between criminal justice and non-criminal justice disciplines. Building on faculty expertise and student interest at John Jay College, the Institute's work focuses on professionalizing the field of reentry by providing practitioners and policymakers with practical tools and new ideas to advance their work. The Institute provides direct services to formerly incarcerated people through its College Initiatives program. The Institute actively seeks financial support for its work from government and foundation sources. It is one of 12 centers and institutes that constitute the Research Consortium at John Jay College.

Other Duties

The Development and Communications Coordinator reports to the Chief of Staff and is responsible for the following:

- Create and execute PRI's annual plan for fundraising from foundations and government agencies.
- Research, write and submit 2-4 qualified foundation grant proposals per month.
- Execute a grant management process to track grant applications through all stages of their lifecycle including application, funds distribution, status reporting and renewals.
- Work with Chief of Staff to develop a funder database.
- Work with PRI's program staff to coordinate site visits for potential and existing funders.
- Create and execute a public relations strategy to promote PRI in media outlets.
- Oversee management of the website —ensure that new and consistent information (article links, stories, and events) is posted regularly. Track and measure the level of engagement within the network over time.
- Coordinate development, distribution, and maintenance of all print and electronic materials including, but not limited to, promotional/marketing materials, brochures, annual report and e-newsletters.
- Other duties as assigned.

Qualifications

We are seeking candidates who excel in management, are highly organized, and who balance self-directive and collaborative instincts. Candidates should have:

- Bachelor's degree.
- Commitment to help the incarcerated and formerly incarcerated.
- Experience developing relationships with multiple stakeholders in all levels of leadership.
- Experience as a grant writer and/or in development work for non-profits.
- Experience in researching sources of funding and writing and securing grants from foundations.
- Knowledge of New York and national philanthropy networks.
- Experience developing and implementing communications strategies.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Competency with information technology, including WordPress, Foundation Search or similar grant research software, Microsoft Office, social media and websites.