

Job Title	Development Manager
PVN ID	JJ-1810-002785
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 03, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Development Manager to diversify and increase its funding to support continued growth. PRI has a seven million dollar budget from sixteen funding sources. The Operations Team supports the business associated with program delivery of thirty five staff. The Development Manager, under the supervision of the Chief of Staff and in partnership with the Director, will be responsible for identifying, defining and developing funding sources to support existing and planned program activities as well as writing and submitting grant proposals for PRI. Working closely with senior PRI staff, the Development Manager will implement a reporting schedule to ensure compliance with funder regulations. The ideal candidate will have fundraising experience, strong writing and interpersonal skills, and knowledge of New York and national philanthropy networks.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is a center of research and action at the John Jay College of Criminal Justice. PRI has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher education for people with criminal histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

To learn more about our work, please visit www.johnjaypri.org.

Other Duties

Job Responsibilities:

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

- Work closely with the Chief of Staff and Director to create and execute PRI's annual plan for fundraising from foundations and government agencies.
- Conduct prospect research to identify new funding opportunities that complement PRI's growing portfolio.
- Work closely with the Director and Chief of Staff to develop and write grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- Assemble and submit grant requests, including letters of support, proposals, budgets, and presentations.
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Write reports for government, foundation, individual donors and other funders
- Work with Chief of Staff to develop a funder database to execute a grant management process to track grant applications through all stages of their lifecycle including application, funds distribution, status reporting and renewals.
- Establish and maintain personal contact and relationships with foundation contacts and program officers.
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.
- Work with PRI's program staff to coordinate site visits for potential and existing funders.
- Work with Communications Associate to ensure messaging for the website and publications accurately reflects PRI's work.
- Other duties as assigned.

Qualifications

Qualifications:

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

- Bachelor's degree.
- 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.
- Experience developing relationships with multiple stakeholders in all levels of leadership.
- Knowledge of New York and national philanthropy networks.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Commitment to help the incarcerated and formerly incarcerated.
- Competency with information technology, including WordPress, Foundation Search or similar grant research software, Microsoft Office, social media and websites.

Compensation commensurate with experience.

How to apply

Please include a cover letter and resume