

Job Title	Communications and Development Coordinator
PVN ID	JJ-2108-004168
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Department

Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 16, 2021 (Or Until Filled)

General Description

The John Jay College Institute for Justice and Opportunity (the Institute) is seeking a full-time **Communications and Development Coordinator** to plan, execute, and evaluate various communications and development projects and initiatives that strategically align with our priorities to open doors and eliminate barriers to success for people involved in the criminal legal system. Part of a small but collaborative department, the communications and development coordinator will lead content creation, targeted outreach to key audiences, and analytics to inform strategic communications and fundraising efforts.

About the Institute:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute 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. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

Other Duties

The Communications and Development Coordinator is responsible for the following:

Fundraising

- Support fundraising planning and strategy development, working in close partnership with the director of

communications and strategic initiatives and other executive team members.

- Proactively identify new funding opportunities and match to the Institute's programs.
- Assist with the cultivation and stewardship of donors – corporations, foundations, and individuals.
- Manage annual appeals and other impact reports.
- Coordinate fundraising events and donor cultivation activities.
- Support grant-writing, working in collaboration with program and policy staff.
- Track grant deadlines and reporting deadlines.
- Manage fundraising operations, including database functionality, record maintenance, data analysis, and gift administration.
- Track, analyze, and project fundraising revenue and costs on an ongoing basis.

Foundation Coordination

- Oversee the grant cycle, including research, proposal writing, reporting requirements, check-in meetings, and special requests.
- Write grant proposal narratives, letters of inquiry, reports, and supporting documents.
- Prepare grant budgets in collaboration with the director of finance and operations.
- Help identify, research, and cultivate new and lapsed foundation donors.
- Generate quarterly stakeholder updates, highlighting program successes and content insights.
- Work with communications and development associate to maximize prospect and donor engagement.

Media & Public Relations

- Coordinate all public and media relations activities. Liaise with external vendors to promote the Institute's brand and amplify the voices of young people, including securing quality news coverage and speaking engagements and managing relationships with journalists, partners, vendors, and other stakeholders.
- Write, edit and submit press releases.
- Contribute to articles, think-pieces, op-eds, scripts, and reports for publication, and provide ghostwriting support to the Institute leadership as needed.

Operations

- Contribute to the design, content, production, delivery, and organization of all communication collateral and branded materials, including presentations, e-newsletters, annual reports, flyers, logos, templates, infographics, fact sheets, presentations, etc.
- Manage the editorial calendar and production timelines for the editorial content and be accountable for all communications deliverables.
- Oversee communications platforms to ensure branding and messaging continuity. The organization's programs are represented accurately and effectively across all publications, websites, digital media, advertising and promotional materials, and events.

Qualifications

- Bachelor's degree at minimum
- 4+ years of related experience in fundraising
- Demonstrated experience with the foundation relations cycle, especially grant proposals and report writing.

- Experience with Salesforce and an ability to help enhance our current systems.
- Experience with prospect research ("FDO" or "Candid"), including the use of research databases and other online resources.
- Keen analytical eye, with an ability to identify trends and find opportunities for deeper donor engagement and gift increases.
- Strong writing and editing skills.
- Strong organizational skills to manage competing deadlines.
- Strong interpersonal skills to work both with Institute staff as well as funders and other external partners.
- Ability to learn quickly and take on projects with minimal supervision.
- Familiarity with (or ability to learn) MailChimp, WordPress, Twitter, Facebook, Instagram, YouTube, Microsoft Office, Google Suite, Adobe Creative Suite, and other programs relevant to communications and development.
- Candidates with life experience are strongly encouraged to apply.

Please submit resume, cover letter with salary requirements.

At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.