



Job Title	Development Manager
PVN ID	JJ-2112-004431
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 19, 2022 (Or Until Filled)

General Description

The John Jay College Institute for Justice and Opportunity (the Institute) is seeking a full-time **Development Manager** 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 **Development Manager** is responsible for establishing a culture of philanthropy and works with the Director of Communications and Strategic Initiatives to ensure fundraising strategy is aligned with the Institute's

mission, strategy, and goals. He/She will create a donor-centered decision-making environment that demonstrates a passion for the Institute's mission. Develop and implement fundraising event strategy and execute fundraising events. Motivates donors and colleagues to maximize giving. Other responsibilities include:

Government, Foundation, and Corporate Funding Coordination

Oversee fund portfolio, reporting, and metrics. Ensures fundraising volume meets targets. Be responsible for grant proposals, grant reports, and renewal requests submitted by scheduled deadlines.

- Oversee the grant cycle, including research, proposal writing, reporting requirements/deadlines, check-in meetings, and special requests.
- Develop cultivation and solicitation strategies for new and previously identified grant, corporate, and foundation prospects, collaborating with the development team and other departments to shape and implement strategies.
- Generate quarterly stakeholder updates, highlighting program successes and content insights.
- Work with communications and development associate to maximize prospect and donor engagement.
- 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.
- Monitor and evaluate progress toward goals and provide statistical reports to expand development efforts with measurable outcomes.

Individual Giving Program (Annual and Planned Giving Campaigns)

Lead identification, qualification, cultivation, solicitation of donors, and create a compelling case for support and donor funding opportunities.

- Support fundraising planning and strategy development, working in close partnership with the director of communications and strategic initiatives and other executive team members.
- Provide leadership for annual giving, planned giving, and other key campaigns.
- Identify potential donors, including alumni, through analysis of donor records through Salesforce.
- Identify new prospects and qualify potential donors.
- Work closely with leadership to compose, edit, and coordinate written materials for annual giving campaigns targeted to staff, students, alumni, partners.
- Proactively identify new funding opportunities and match to the Institute's programs.
- 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.
- 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.

Marketing & Communications

Oversee planning and execution of fundraising and public awareness initiatives to improve efficiency and increase return on our position.

- Plan and implement external communications across all platforms and communication channels that

- support the Institute's brand and elevate the organization's profile in the fundraising community.
- Establish and manage a regular publication timeline, including the annual report, donor communications, social media, grant calendar, etc.
- Lead and carry out fundraising strategy for all events focused on cultivation and solicitations
- Support media relations activities.

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 and organizational skills to manage competing deadlines

Please submit your resume, cover letter and your salary expectations.

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.