RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Communications and Development Associate
PVN ID	JJ-1908-003259
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute (PRI)
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 28, 2019 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Communications and Development Associate to develop and write content to promote PRI's work, and to contribute to fulfilling reporting requirements for and maintaining relationships with PRI's funders. With a staff of over 50, PRI operates a broad range of programs and has an annual budget of roughly ten million dollars, stemming from over sixteen funding sources. The Communications and Development Associate must work closely with PRI staff to develop a strong understanding of PRI's programs and mission in order to promote and support the organization's work. The ideal candidate will have strong writing and interpersonal skills, familiarity with non-profit development, and knowledge of criminal justice reform.

Other Duties

The Communications and Development Associate reports to PRI's Communications and Development Coordinator and is responsible for the following:

- Contributing to writing and editing all PRI communications initiatives, including its reports, newsletters, website, promotional materials, and more.
- Ensuring messaging for PRI's website and other materials accurately reflects PRI's work.
- Drafting letters of inquiry, grant proposals, and reports, in addition to working with PRI staff to generate and gather related materials.
- Utilizing and developing PRI's Salesforce database to track donor relations and grants through all stages of their lifecycles.
- Contributing to executing and further developing PRI's annual fundraising plan for foundations,

government agencies, and individual donors.
- Maintaining a calendar to ensure timely preparation and execution of all communications and development initiatives.
- Other communications and development duties as assigned.

Qualifications

- Bachelor's degree
- Strong writing and organizational skills, as well as experience writing for a variety of audiences.
- Ability to prioritize projects—to keep multiple projects moving in a timely manner and meet deadlines, while collaborating with other stakeholders.
- Familiarity with criminal justice reform and the issues that PRI works to address.
- Familiarity with (or the ability to learn) relevant tech platforms, including Salesforce, Foundation Search (or similar grant research software), WordPress, MailChimp, LucidPress, Google Suite, Microsoft Office, and social media.

- Experience writing grants and/or working in non-profit development, particularly in generating reports for government funders and/or private philanthropies, preferred.
- Experience researching potential funding sources, preferred.
- Experience at a newspaper, website, or other media outlet, or experience working with media.
- Experience working with individuals impacted by the criminal justice system is preferred.

When applying, please include a resume, cover letter, and two writing samples (fundraising-related preferred).

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the City University of New York (CUNY). PRI is a center of research and action at the John Jay College of Criminal Justice. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. 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 and career pathways for people with conviction 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.

The Research Foundation of the City University of New York is an equal opportunity, affirmative action, Americans with Disabilities Act, E-Verify Employer.