

## Position Vacancy Announcement

### Development Manager

The Council for Court Excellence (CCE) is a nonprofit, nonpartisan civic organization that envisions a justice system in the District of Columbia that equitably serves its people and continues to be a model for creating stronger and more prosperous communities. CCE identifies and proposes solutions by collaborating with diverse stakeholders to conduct research, advance policy, educate the public, and increase civic engagement.

CCE's Development Manager is a full time position, reporting directly to the Executive Director. The position will be supported by an experienced consultant. The Development Manager will lead all aspects of resource development, including:

- Develop annual plan and provide staff and committee support for fundraising activities
- Manage foundation grant applications and reports
- Manage annual event, with CCE's Office Administrator
- Manage individual appeals
- Assist program staff with government grant applications and reports and fee-for-service contracts and invoices
- Support CCE's communication efforts

#### Qualifications:

- Bachelor's degree; at least 2 years of experience in development preferred
- Excellent organizational, oral and written communication skills
- Ability to meet deadlines, especially when working as part of team
- Enthusiasm in equal parts for bringing creativity, strategy, and ownership to the work
- Strong computer skills; knowledge of Bloomerang, Constant Contact, and Excel preferred
- Knowledge of on-line communications platforms and experience with social media preferred
- Interest in justice-related issues or experience with a justice-related organization(s) preferred

#### Salary and Benefits:

- \$40,000 - \$55,000 salary, depending on experience
- Employer-paid medical insurance and life insurance
- 403(b) retirement plan
- 2 weeks of sick leave and 17 days of annual leave
- 37.5 hour work week
- Excellent work life balance with the option to work from home as needed
- CCE observes all federal holidays, plus the day after Thanksgiving and the week between Christmas Day and New Year's Day

#### How to apply:

Please send cover letter, resume, and a writing sample of no more than three (3) pages. No phone calls, please. The Council for Court Excellence is an equal opportunity employer. Applications will be accepted until the position is filled, with review beginning June 1.

#### Submit materials by email to:

[office@courtexcellence.org](mailto:office@courtexcellence.org); Subject: Development Manager Search