

Position Vacancy Announcement

Director of Development or Development Manager

The Council for Court Excellence (CCE) is a nonprofit, nonpartisan civic organization with the mission to enhance the justice system in the District of Columbia to serve its people equitably. CCE works in four programmatic areas – Civil Justice, Criminal Justice, Youth Justice, and Justice Education – and collaborates with diverse stakeholders to conduct research, advance policy reforms, educate the public, and increase civic engagement.

CCE seeks an experienced non-profit fundraiser to serve as our next *Director of Development* or *Development Manager* (depending on level of experience). This person will lead the full range of CCE's fundraising and development activities, including the development and implementation of a comprehensive strategy to sustain and grow individual giving, corporate sponsorships, membership dues, grants, and special events. They will work closely with CCE staff, Board directors, individual donors, foundation staff, and corporate partners to maintain current funding sources, as well as cultivate new relationships with institutional and individual donors to expand and diversify CCE's funding.

The ideal candidate is a skilled leader who has creative ideas about development for a small nonprofit with a growth mindset. They will have demonstrated success in a development role, including a track record of securing foundation grants, sponsorships, and/or individual major gifts. They are a quick learner, highly-organized, and have a demonstrated ability to manage multiple projects simultaneously under tight deadlines. The ideal candidate is an excellent writer, clear communicator, engaged during meetings (including virtually), and experienced coordinating groups towards a common goal. They are a strategic thinker who cares about improving our justice system and has a good sense of humor.

Duties and Responsibilities:

- Develop and implement a comprehensive and strategic annual development plan;
- Identify opportunities and secure funds in all major revenue categories: foundation grants, government grants and contracts, membership dues, individual giving, special events, and corporate sponsorships;
- Draft and manage the submission of foundation and government grant applications and ensure ongoing compliance with grant terms, evaluation metrics, and reporting requirements;
- Manage direct solicitations and individual appeals;
- Cultivate and maintain relationships with major individual donors, as well as with corporate and governmental donors, and expand major donor program;
- Oversee donor stewardship efforts, including drafting acknowledgment letters, making appreciation calls, facilitating and/or scheduling donor visits and meetings with CCE leaders;
- Manage annual fundraising dinner, with assistance from other staff members and volunteers, and support other special events, as needed;
- Maintain all donor database records and create relevant reports;
- Staff the Membership/Board Recruitment Committee, and motivate and train Board volunteers and others to participate in fundraising efforts.

Qualifications:

- At least 2 years of relevant experience in fundraising for Development Manager position, and at least 5 years of relevant experience for Director of Development role;

- A J.D. or experience with fundraising in a justice-focused non-profit preferred, but not required;
- Foundation grant proposal writing and individual giving solicitation experience required;
- Law firm, corporate, government, and/or major gifts fundraising experience preferred;
- Exceptional writing skills, including the ability to write persuasively and concisely about the importance and impact of CCE's diverse projects;
- Strong computer skills, including experience working in donor databases and Excel;
- Experience with event management preferred;
- Excellent organizational skills, strong attention to detail, and ability to meet deadlines;
- Strong interpersonal, problem-solving, and communication skills;
- Self-starter who is comfortable juggling multiple projects in a fast-paced environment; and
- Commitment to and interest in the mission of the Council for Court Excellence.

Salary and Benefits

The starting salary range for the full-time *Director of Development* position is \$65,000-\$80,000, based upon experience. The starting salary range for the full-time *Development Manager* position is \$50,000-\$65,000, based upon experience. Part-time candidates will be considered. Competitive benefits include employer-paid health insurance, 403(b) retirement plan with 4% employer match, generous annual and sick leave, and flexible scheduling.

CCE's physical office is currently closed and all staff are supported to work remotely throughout the public health emergency. This position will begin remote and transition to on-site at some point during CCE's partial or total office re-opening.

To Apply

In a single PDF, please send a resume, writing sample (no more than 5 pages), and cover letter detailing your interest in the role of *Director of Development* or *Development Manager* to office@courtexcellence.org with the subject line "Director of Development" or "Development Manager, as appropriate.

Review of applications will begin March 22, 2021. The position will remain open until filled. **Only applicants selected for interviews will be contacted. Please do not call.**

CCE depends on and values a diverse staff and diverse perspectives to carry out its mission. CCE is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, gender identity or expression, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status. People with lived experience with the justice system are encouraged to apply.