

**Center for Justice and Human Dignity
Development Manager****Who we are:**

The Center for Justice and Human Dignity was founded by the Aleph Institute in August 2021 as an independent 501(c)(3) non-profit organization focused on safely reducing incarceration in the United States while improving conditions for those imprisoned and correctional staff. Alongside diverse partners, the organization works with judges and prosecutors on alternatives to incarceration, with correctional leaders and incarcerated people on the conditions of confinement, and with policymakers on earlier release strategies. The Center for Justice and Human Dignity currently operates with a budget of about \$1,000,000 and has plans for significant and sustainable growth, with the incorporation of new programs, in the years ahead.

Job Summary and Responsibilities:

The Development Manager will collaborate with the Executive Director and CJHD team to accomplish a broad range of fundraising and communications activities that lead to successful grant awards and private donor contributions. The person in this role will be responsible for writing and managing grant proposals, managing the organization's private foundation grants pipeline, identifying and stewarding major donors, researching and identifying new opportunities for grants, managing senior staff's involvement with funders, gathering programmatic activities for the purpose of writing reports, crafting proposals and annual reports for future and current funders, and overseeing donor recognition. This person will also be instrumental in the setup and maintenance of a private grants CRM, including oversight of deadlines and ensuring deadlines are met through establishing a robust fundraising strategy that includes regular check-ins with foundations, monitoring of RFPs and LOIs, and proactive engagement with philanthropists. Top-notch organization, writing, and editing skills will be central to this role.

Who You Are:

Compelling candidates are individuals who are self-directed and driven, motivated about CJHD's mission, enthusiastic about working in a start-up environment, and have strong writing and relationship development skills. This position requires 4-6 years of professional fundraising experience. A combination of relevant life experience and education will also be considered.

We seek applicants with experience in fundraising leadership positions, with networks and a proven track record of securing gifts from a variety of sources including

corporations, foundations, individuals, family foundations, and fundraising events. Commitment to the organization's mission, values, principles, and practices is required. Specific interest, knowledge, and relationships in criminal legal system reform related fundraising/philanthropy is strongly preferred.

Applicants should be able to display the following:

- Excellent writing, editing and communication skills
- Knowledge of and experience building and working with fundraising databases
- Strong project management skills with the ability to administer multiple projects simultaneously, prioritize workload, and effectively manage resources
- Ability to set strategy and execute plans
- Sound judgment, a high level of integrity, professionalism, a positive attitude, and a sense of humor

CFRE certification is preferred but not required.

CJHD values diversity, equity, and inclusion in its team, and welcomes applicants of all races, genders, sexual orientations, abilities, veteran status, religious affiliations, and nationalities. People with lived experience are encouraged to apply.

Location: Remote, within the United States.

Compensation: \$70,000 - \$85,000 annually, depending on experience and geographical location.

To Apply: Email us with a copy of your resume and a cover letter that summarizes your relevant experience and why you want to join our team, to careers@cjhd.org. We're looking forward to hearing from you! The position is available for immediate appointment and applications will be evaluated on a rolling basis.