

# **EMPLOYMENT OPPORTUNITY**

## **DEVELOPMENT DIRECTOR The Sentencing Project Washington, DC**

*The Sentencing Project seeks an experienced development professional to build on a strong development program and expand the organization's base of support from individuals, foundations and other sources.*

### **Organizational Overview**

The Sentencing Project, established in 1986, works for a fair and effective criminal justice system by promoting alternatives to incarceration, reforms in sentencing and drug policies, and reducing racial disparity in the criminal justice system. The Sentencing Project engages in research on sentencing and related criminal justice policy issues, advocates for criminal justice policy and practice reform, and conducts broad-scale public education through media and other communications. Information about The Sentencing Project is available at [www.sentencingproject.org](http://www.sentencingproject.org)

### **Job Description and Responsibilities**

The Development Director is responsible for managing all fundraising activities to support a \$1.2 million annual budget for a leading national criminal justice research and policy organization. Current activities include strong existing foundation support, and growing individual giving and major gifts programs. The Development Director will nurture existing donor relationships and identify opportunities to expand the organization's fundraising capacity. The Development Director works closely with the Executive Director, supervises a database manager and coordinates regularly with operations and program staff.

Specific responsibilities include:

- Collaborating with research, advocacy and communications staff to develop a strong case for philanthropic support, ensuring that it is presented in the organization's published materials and in staff presentations to a variety of audiences;
- Developing all fundraising materials, including written donor appeals, enclosures, and email messages that present the case for support;
- Building on the organization's base of foundation support by researching and identifying new prospective foundation funders;
- Writing and submitting all grant proposals and collateral materials, including developing program budgets;
- Tracking program activities and expenditures to ensure compliance with funding guidelines and commitments, and meeting all reporting requirements, including producing narrative and financial reports, and all collateral documents and materials;
- Identifying and cultivating prospects for major gifts, and developing and implementing individualized solicitation strategies;
- Working with Board of Directors to build their capacity and engagement in development activities on behalf of the organization;

- Managing established direct mail program for donors and new donor acquisition, including creating solicitation letters, designing supporting materials and packages, analyzing list and campaign performance;
- Coordinating stewardship of contributions, including gift acknowledgements, donor recognition and all other communications with donors and prospective donors;
- Coordinating production and mailing of print and electronic newsletters and other communications with donors, prospects and other external audiences;
- Supervision of donor database to ensure accurate gift recording and processing and producing relevant and useful reports;
- Coordinating production of organization's events for fundraising and other purposes;
- Collaborating with communications staff on effective marketing, identity and branding strategies for the organization;
- Supporting the Executive Director as the chief fundraising spokesperson for the organization.

## **Qualifications**

We seek a dynamic, personable, highly organized, creative and motivated individual who has at least 5 years experience managing a multi-faceted development operation, and demonstrated success in securing resources from individuals and foundations. The successful candidate will bring to the position a thorough knowledge of development strategy and systems, familiarity with the social justice, advocacy and research fundraising community, an ability to communicate effectively in writing and conversation about the organization's issues, and the ability to meet deadlines, juggle multiple demands and work both independently and as part of an overall team effort. Demonstrated experience with fundraising software, Microsoft Office suite including Excel spreadsheets. Experience in an advocacy organization setting is desirable. Bachelor's degree required.

## **Salary**

Salary will be commensurate with experience and duties, plus excellent benefits package that currently includes three weeks vacation; health, dental, life and disability insurance; contribution to 403(b) retirement plan and Metro transportation subsidy.

## **Application Procedure:**

People who are qualified by experience, skill, and personal motivation are invited to apply. The Sentencing Project is an Equal Opportunity Employer and recruits without regard to gender, race, color, age, religion, ethnicity, sexual orientation, disabilities or prior convictions.

Submit cover letter, resume and writing sample to:

Hiring Coordinator  
The Sentencing Project  
514 Tenth Street, NW, Suite 1000  
Washington, DC 20004  
[employment@sentencingproject.org](mailto:employment@sentencingproject.org)

**No phone calls please.**

*March 20, 2010*