

JOB ANNOUNCEMENT

Development Manager (Grants)

Rising for Justice (“RFJ”) invites applications for the Development Manager position, a full-time position reporting to the Director of Development & Communications. The Manager fills a critical role of managing the grant prospects pipeline, strategically advancing individual donor campaigns, and providing event support to the department. The Development Manager also aids with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

Position Responsibilities:

- Grants and institutional giving support: lead new grant prospect research, write the appropriate subsequent grant submissions, maintain a grants calendar, and prepare reports and other organizational documents for submission to foundations and other institutional funders.
- Fundraising campaign support: in coordination with the Director of Development & Communications, plan and execute various giving campaigns via mail, e-mail, social media, and in-person, including designing the campaigns, procuring and producing materials, and creating and monitoring progress reports for internal and external use.
- Donor database management: maintain the related donor database (Salesforce), research donor prospects, monitor data integrity, and execute prompt acknowledgement of donations.
- Event support: assist with the organization’s events as needed.

Qualifications:

- Bachelor’s degree with at least five years of progressive fundraising experience at a nonprofit organization or college/university.
- Experience with grant writing and developing related fundraising campaigns.

- Record of accomplishment of identifying and securing new revenue from a variety of funders, including foundations, corporations, and individuals.
- Strong command of technology, database management, and customer relationship management systems (e.g. Salesforce, iWave, etc.)
- Experience with alumni networks and planned giving is preferred.

The successful applicant will be a team player with keen attention to detail, who is comfortable handling a wide range of duties and who has strong oral and written communication skills.

Work Environment:

The successful applicant will consistently operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The applicant must be able to remain in a stationary position 50% of the time and will need to occasionally move about inside the office to access file cabinets, office machinery, etc. Applicant may occasionally be required to lift and carry objects weighing about 20-25 lbs. Applicant must possess the ability to communicate information and ideas so that others can understand and must be able to exchange accurate information via phone, email, videoconference, and instant messaging. The applicant must be available to work a weekday schedule, but occasionally may be requested to work evenings and weekends for special work-related events. The employer retains the right to change or assign other duties to this position.

COVID-19 Statement:

Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Hours, Salary, and Benefits:

This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. RFJ offers a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; life and disability insurance, and paid federal and local holidays.

To Apply:

To be considered interested candidates will submit a COVER LETTER and RESUME by email to Gregory Nolen at hire@risingforjustice.org. Please indicate “Development Manager [your full name]” in the subject line of the email.

Application Deadline:

Review of applications will begin immediately and will continue until the position is filled.

About Rising for Justice:

Created in 1969, RFJ, formerly known as D.C. Law Students in Court, is the oldest clinical legal education program in the District of Columbia. With an annual budget of close to \$4 million and a staff of 25, RFJ currently operates as a public interest legal services provider and clinical education program. Its mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ embraces equal justice and diversity as core values, and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. RFJ is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected.

RFJ's commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.