



## SENIOR DEVELOPMENT OFFICER

### *Job description*

**The Center for Justice & Accountability** is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

#### **POSITION OVERVIEW**

This position contributes to CJA's overall mission by providing support for cultivating and managing individual donors, planning and executing public outreach and donor cultivation activities, contributing to fundraising and public awareness efforts through social media and the web, maintaining donor and funder data and information systems, and drafting communications and proposals to individual donors and family foundations.

The ideal candidate will have excellent written and interpersonal communication, familiarity with international human rights issues, excellent event management and self-management skills, a strong attention to detail and deadlines, and a learning mindset. The candidate should be committed to the non-profit/social justice field. This is a full-time, salaried position with benefits. This position is fully remote and can be based anywhere in the United States.

#### **REPORTING RELATIONSHIPS**

The Senior Development Officer reports to the Deputy Executive Director. The Senior Development Officer also collaborates with the Executive Director and program, fiscal and administrative staff.

#### **PRIMARY RESPONSIBILITIES**

##### **Donor Cultivation (30%)**

- Supports strategies and goals to advance CJA's individual donor outreach and cultivation;
- Conduct prospect research, outreach, materials development, and cultivation of donors and funders;
- Lead drafting, design and production of CJA appeals;
- Draft CJA development correspondence, including gratitude and pledge letters and donor packets; and
- Collate information from program staff and use this data to draft and edit routine and ad hoc reports to donors.

##### **Event Management (25%)**

- Plan, organize, publicize and independently manage public and donor cultivation events (300+ people), both for virtual and in-person events, including outreach and program;
- Work closely with the Senior Team and the Board of Directors, develop donor cultivation event ideas and fundraising targets;

- Manage logistics, caterers, venues, audit-visual and production team, and volunteers working on events;
- Oversee event planning and execution, including management and administrative tasks; and
- Provide hands-on administrative support before, during and after events.

#### Donor Database Administration (10%)

- Manage and maintain donor database to ensure timely and accurate input of information and to analyze trends;
- Produce routine and ad hoc data and reports for the management team (Neon, Excel);
- Maintain electronic files on grants and donors; and
- Generate acknowledgement letters.

#### Donor Communications/Grant writing (20%)

- Work with the Executive Director to design and execute a communications strategy and timeline;
- Generate, edit, and update content for CJA's website;
- Create content for CJA's social media profiles (Facebook, Twitter, LinkedIn, YouTube);
- Design (in collaboration with CJA's graphic designer) and write content for CJA's email marketing campaigns in Constant Contact;
- Monitor CJA's Google news alerts and catalogue press coverage;
- Draft small grant proposals for individual donors, family foundations, and small grant making organizations (under \$100,000); and
- Develop marketing materials that align with CJA's mission while tailoring messages to target audiences.

#### Administrative Support (15%)

- Manage support needs of Executive Director's engagement with donors, and provide hands-on support for mailings, events and other activities;
- Manage support needs of the Board of Directors' engagement with donors;
- Adhere to budget and fiscal requirements and policies; and
- Other detailed tasks as assigned.

### **PROFESSIONAL QUALIFICATIONS**

- Excellent writing and editing skills, with strong attention to detail;
- Minimum of five (5) years of total relevant experience (event planning, individual donor engagement, communications, proposal development);
- At least one year of event management experience for events up to 300 people;
- Ability to use online tools to communicate with and engage members, donors, and corporate partners;
- Knowledge of key social media outlets and functionality (Facebook, X, YouTube, Instagram, etc.);
- Excellent computer skills in Word, Excel, and CRMs (Neon);
- Fluency in Canva;
- Experience with email marketing programs such as Constant Contact;
- Ability to work independently and strength in multi-tasking, goal-setting and workload prioritization with strong attention to detail;
- Positive and creative attitude, including on outreach projects and on administrative support work;
- Thrives as part of a team with diverse experience, backgrounds, expertise, skills and objectives;
- Bachelor's degree or equivalent experience and an ongoing commitment to professional development; and
- Commitment to CJA's mission.

**SALARY AND BENEFITS**

Salary is commensurate with experience (range \$75,000-\$90,000). We offer a very generous benefits package including payment of 100% of the health insurance premiums for employees. CJA also offers other benefits including life insurance, long-term disability protection, a group 403(b) retirement plan (with an employer contribution following one year of employment), Flexible Spending Account, and support for professional development.

**HOW TO APPLY**

Please submit a cover letter, resume and three professional references by e-mail to [jobs@cja.org](mailto:jobs@cja.org). Please reference "Attn: Senior Development Officer Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. We thank all applicants for their interest, but only short-listed candidates will be contacted.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

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