



## **Position Description**

### **Director of Development and Communications**

**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 litigation, policy advocacy and outreach in pursuit of truth, justice and redress for victims and survivors.

#### **Position Overview**

This position contributes to CJA's overall mission by spearheading fund development and communications efforts from design through execution. The ideal candidate will be a seasoned development professional with outstanding writing, editing and interpersonal skills, who can provide strong and innovative leadership, utilizing an entrepreneurial style and proven ability to create opportunities and develop long-term relationships with individuals, foundations, corporate donors, and government funders. S/he will have experience working with all forms of media and developing strategic messaging to reach and engage diverse audiences. This is a full-time, exempt position.

#### **Reporting Relationships**

The Director of Development and Communications reports to the Executive Director. S/he works with the Legal Director, attorneys, legal fellows, Director of Finance and Operations, and Office Manager. S/he manages the Development and Communications Associate.

#### **Primary Responsibilities**

Working with the Executive Director and Board, the Director of Development and Communications (DODC) guides all aspects of organizational resource development, including from individual, foundation, corporate and government funders, through personal solicitation, written and electronic appeals, grants and events (currently about \$1.5 million per year). The DODC manages grant reporting and donor relationships. S/he designs and executes communications strategy, develops and produces outreach materials, and, with Executive Director, designs and executes media strategy. This position includes approximately 65% development activities and 35% communications activities.

#### **Strategy and Partnerships**

- With the Executive Director, lead process to design and articulate development strategy, working with members of the Board of Directors, staff and partners;
- Develop goals and activities for fundraising, outreach and public relations;
- With the Executive Director and others, develop outreach strategy and media plan; and
- Play a leadership role in development of strategic community partnerships.

#### **Donor Cultivation**

- Identify, cultivate, build and manage relationships with foundations, corporations, government entities, law firms and individual donors;

- Develop innovative ways to cultivate new and prospective donors, with particular focus on integrating development efforts into CJA's human rights cases and initiatives;
- Conduct direct outreach to donors and prospective donors;
- Provide leadership to the Executive Director and Board to help secure financial resources necessary for the health of the organization and to achieve organizational goals;
- Design and implement donor development and recognition strategies to enhance donor relationships;
- Provide training, support and materials for board members to facilitate their role in the development process;
- Maintain an active and healthy prospect pipeline; and
- Manage all fundraising campaigns.

### **Grant Writing and Grants Management**

- Collaborate with attorneys who develop and design programming to proactively articulate programs in funding applications and to donors;
- Guide and manage the grant solicitation and reporting processes in a timely manner, while ensuring compliance and accountability;
- Build and maintain relations with foundations and government funders, including research, solicitation, communications, and reporting; and
- Work with the Executive Director and program staff to package CJA's human rights work into project-specific proposals.

### **Events Management**

- Spearhead concept design and execution for CJA's annual dinner and other targeted events;
- Engage potential donors, speakers, guests, and staff, and manage CJA events; and
- Manage logistics, caterers, audio-visual and production team, and volunteers working on events.

### **Data Collection and Fiscal Compliance**

- Manage donor database to ensure timely and accurate input of information and to analyze trends;
- Work with Office Manager and Director of Finance and Operations to ensure accurate capture of donations;
- Develop and manage departmental budget, and ensure compliance with CJA fiscal policies and procedures;
- Generate routine and ad hoc reports for management and Board.

### **Strategic Communications**

- Develop and guide implementation of media plan, to include coverage of CJA cases and features on CJA's broader work in print, social, on-air, and other media;
- Oversee the development of branding and marketing materials to ensure consistency with CJA's mission while tailoring messages to target audiences;
- Coordinate messaging to funders, law firms, NGO and other partners and the general public;

- Guide collection of relevant content and oversee updates to CJA's website and social media posts; and
- Produce annual report, newsletters and other outreach materials.

### **Supervision**

- Recruit, select, manage, motivate and evaluate the performance of a Development and Communications Associate.

### **Professional Qualifications**

- At least ten years of successful development experience, five at a senior level, including experience with individual, corporate, foundation, and (ideally) government fundraising;
- At least three years of communications and media experience, and familiarity with social media and crowd-sourcing platforms and tools;
- Bachelor's degree in related field (Masters preferred);
- Proven results in major partnership development, donor cultivation, grant writing, annual appeals and special events;
- Successful track record in raising organizational profile;
- Excellent verbal and written communication, analytic, organizational and planning skills;
- Strong project management and detail skills;
- Ability to work effectively with diverse colleagues and to inspire and motivate others;
- Strength in multi-tasking, goal-setting and workload prioritization;
- Experience strategist, who is a self-starter, results-oriented, and open to change;
- Experience with donor database software (Giftworks preferred), WordPress, and other IT platforms;
- Commitment to international human rights; and
- Ability and willingness to travel occasionally in the United States.

### **How to Apply**

To apply, please submit a cover letter, resume and three professional references by e-mail to [jobs@cja.org](mailto:jobs@cja.org). Refer to "DODC Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. Salary is commensurate with experience; full benefits package.

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.

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