



Job Description

Development Officer

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 planning and executing public outreach and donor cultivation events, contributing to fundraising and public awareness efforts through social media and the web, maintaining donor and funder data and information systems, providing support for cultivating and managing individual donors, drafting communications with and proposals to donors and foundations, and providing administrative support for development and communications functions.

The ideal candidate will have superb written communication and donor outreach skills, familiarity with international human rights issues, excellent event management and self-management skills, and a strong attention to detail and deadlines. The DO should be committed to the non-profit/social justice field. This is a full-time, salaried position with benefits based in San Francisco, CA.

Reporting Relationships

The Development Officer reports to the Director of Strategic Partnerships. The DO also collaborates with the Executive Director and program, fiscal and administrative staff.

Primary Responsibilities:

Donor Cultivation (20%)

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

Donor Communications/Grant writing (30%)

- Work with the Executive Director to design and execute a donor communications strategy and timeline;
- Draft content and manage production for CJA's annual report, newsletters, and other publications (i.e. brochures, fact sheets, etc.) as needed;
- Design and write content for CJA's email marketing campaigns in Constant Contact;
- Monitor CJA's Google news alerts and catalogue press coverage;
- Draft press releases and other media communications;
- 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.

Donor Database Administration (15%)

- Manage donor database to ensure timely and accurate input of information and to analyze trends;
- Produce routine and ad hoc data and reports for management (Neon, Excel);
- Maintain electronic and hard copy files on grants and donors; and
- Work with the CJA Office Manager to ensure consistency between the donor database and accounting system.

Event Management (25%)

- Help design strategies, plan, organize, publicize and independently manage public and donor cultivation events (300+ people), including outreach and program;
- Develop donor cultivation event ideas and 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.

Administrative Support (10%)

- Manage development needs of Executive Director, coordinate volunteers, and provide hands-on support for mailings, events, board meetings and other activities;
- Adhere to budget and fiscal requirements and policies; and
- Other detailed tasks as assigned.

Professional Qualifications

- Minimum of two to five years of total relevant experience (event planning, individual donor engagement, communications, proposal development, administrative support and management);
- At least one year of event management experience for events up to 300 people;
- Excellent writing and editing skills, with strong attention to detail;

- Marketing, communications and/or public relations experience, preferably in a non-profit environment;
- Ability to use online tools to communicate with and engage members, donors, and corporate partners,
- Excellent computer skills in Word, Excel and PowerPoint;
- 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 creative projects and on administrative support work;
- Thrives as part of a team with diverse experience, expertise, skills and objectives;
- Bachelor's degree or equivalent experience and an ongoing commitment to professional development; and
- Commitment to CJA's mission.

How to Apply

Please submit a cover letter, resume, communications or development writing sample, and three professional references by e-mail to jobs@cja.org. Please reference "Attn: DO 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. CJA offers a competitive compensation and benefits package. Salary is commensurate with experience.

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.

Posted February 18, 2020