

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 strategically advancing RFJ’s individual donor campaigns, managing the grant prospects pipeline, and providing event support to the department. The Manager also assists with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

Position Responsibilities:

- 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 donor database, research donor prospects, monitor data integrity, execute prompt acknowledgement of donations, and reconcile monthly donations with finance and administrative staff.
- Grants and institutional giving support: lead new grant prospect research, maintain a grants calendar, assist with reports, and prepare organizational documents for submission to foundations and other institutional funders.
- 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 developing fundraising campaigns.
- Track record 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. Bloomerang, Salesforce, iWave, etc.)
- Experience with alumni networks, grant writing, 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.

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:

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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 [hiring@risingforjustice.org](mailto: hiring@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.