

## Job Announcement Development Manager

Rising for Justice (RFJ) invites applications for the Development Manager position. Reporting to the Director of Development & Communications, the Manager plays a critical role in advancing RFJ's fundraising efforts through strategic grants management, donor engagement, and event support. The Development Manager leads the organization's grant prospect pipeline, helps coordinate donor campaigns, maintains communications with stakeholders and donors, and helps ensure RFJ meets its revenue goals to sustain and expand its mission.

### **Responsibilities:**

- **Grants and Institutional Giving:** lead new grant prospect research, develop and submit compelling proposals, maintain a comprehensive grants calendar, and prepare required reports and materials for foundations and other institutional funders.
- **Individual Giving and Campaigns:** partner with the Director to plan and execute annual and special fundraising campaigns via mail, email, social media, and in-person events. Draft campaign design, materials production, and oversee progress tracking.
- **Database and Donor Management:** maintain and optimize the donor database (Salesforce), ensure data accuracy, research donor prospects, and manage timely gift acknowledgements.
- **Events and Departmental Support:** assist with fundraising and stewardship events and other initiatives as needed.
- **Additional Duties:** support the department with other development-related projects that strengthen RFJ's fundraising, communications, and marketing capacity as assigned.

### **Qualifications:**

- Bachelor's degree (with a preference in English, History, Journalism, the social sciences or a related humanities degree) with a minimum of five years of progressive fundraising experience at a nonprofit organization or higher education or legal services setting.
- Proven experience with grant writing and fundraising campaign development on websites (e.g. WordPress or Squarespace), email marketing platforms (e.g. MailChimp or Constant Contact), and social media (e.g. LinkedIn, Instagram, Facebook, or X).
- Demonstrated success in identifying, cultivating, and securing new funding from a variety of funders, including foundations, corporations, and individuals.
- Strong command of technology, database management, and customer relationship management systems (e.g. Salesforce, Bloomerang, Blackbaud Raiser's Edge, etc.)
- Experience with alumni relations and planned giving is preferred.
- Exceptional attention to detail and strong verbal and written communication skills.

### **Hours, Salary, and Benefits:**

This is a full-time position based on a 40-hour work week. RFJ salaries are set on a scale based on years of experience. The salary scale for this position is \$70,000.00 to \$85,000.00 annually.

RFJ offers a competitive 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. RFJ currently offers a hybrid work environment with three days of in-office work and two days of remote work.

**To Apply:**

Interested candidates must submit a cover letter and resume by email to Linda Brooks, Director of Human Resources, at [careers@risingforjustice.org](mailto:careers@risingforjustice.org). Please indicate “Development Manager [your full name]” in the subject line of the email. Review of applications will begin immediately and will continue until the position is filled.

**About Rising for Justice (RFJ):**

Created in 1969, RFJ is the oldest law-school clinical teaching program in Washington, DC. It operates as a public interest legal services provider and clinical education program for law and social work graduate students and serves more than 4,000 clients per year. Much of RFJ’s work focuses on fighting eviction and displacement on behalf of low-income tenants in Washington, DC. In addition, RFJ represents justice-involved DC residents in need of a fresh start by sealing their criminal records; and individuals seeking family stability by representing respondents in civil protective order and anti-stalking order cases. RFJ provides services from its main office and its office in the DC Superior Court.

RFJ’s mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ is committed to strengthening the voices of its low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its 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. Candidates of all identities, experiences, and communities are encouraged to apply.