



## **CJI Development and Communications Associate**

The Circle for Justice Innovations (CJI) is seeking a Development and Communications Associate to support our growing team. This is currently a remote work position but would become a hybrid position blending a remote and onsite work schedule based in downtown Brooklyn, NY.

CJI is interested in candidates who are highly organized, detail-oriented, driven to make change in the criminal legal system, and who have a track record of working collaboratively on a diverse and inclusive team.

### **Who We Are**

CJI is a Black-woman-led, philanthropic organization with over 20 years of experience serving grassroots organizations on the frontlines of the fight against mass incarceration and state violence. CJI specializes in a participatory grantmaking model that brings activists directly impacted by the criminal legal system and other systemic forms of oppression together with progressive donors to ensure that funds are being directed to those best situated to bring about change in their communities.

Our organization has grown rapidly over the last two years, with our staff doubling in size and our grantmaking operation expanding in kind. Reading the news, it is obvious that the call for transformative change in the criminal legal system has yet to be delivered, and so CJI continues to stand alongside a nationwide network of grassroots activists fighting for change in their communities. As our movements for justice have grown in size and in scope, so too have their financial needs.

As CJI's Development and Communications Associate, you would be responsible for helping to meet our fundraising goals organization on while engaging CJI grantees and donors both directly and via social media. The Development and Communications Associate works with administrative staff in complementary CJI departments such as Programs, Operations, and the Executive Office.

## Position Overview

The Development and Communications Associate will be an experienced and skilled writer, a strong project manager, expert collaborator, excellent communicator, detail-oriented, and able to meet deadlines and adapt to changing needs and opportunities. As a member of a small team that requires extensive collaboration within the department, across the organization, and with external consultants who support us, this position will play a key role increasing and diversifying CJI's funding and refining our messaging to external partners and donors. A passion for social/racial/economic justice and an understanding of criminal justice and its intersecting issues is required.

As a new role at CJI, the Development and Communications Associate will:

- Provide administrative and project management support for CJI's development and communications department.
- Support the Development Director in the donor/funder cultivation, solicitation, and engagement process.
- Exercise judgment, sensitivity and discretion in the execution of assigned responsibility.
- Present a positive image of CJI in all internal and external contacts.

## What You'll Do

### Development

- Provide administrative and logistical support to the Director of Development for donor/funder cultivation and solicitation efforts and events;
- Manage internal processes for tracking fundraising/donor activities;
- Maintain accurate, up-to-date donor records in Donor Perfect database;
- Prepare and write grant proposals and applications, concept and white papers, and grant reports;
- Support the creation of a system to collect and track program/grantmaking data and key organizational outcomes;
- Prepare and send donor acknowledgment and thank you letters;
- Maintenance of the Development calendar for tracking deadlines for grant applications, reports, and other related time-sensitive projects;
- Serve as cross-departmental liaison to gather information, documents, and other needs and information required for grant applications, proposals, and reports;
- Attend funder and donor meetings as needed;
- Assist with prospect research and donor qualification activities;
- Assist the Director with planning and execution of special events including donor cultivation and solicitation events, and CJI's 20<sup>th</sup> anniversary gala;
- Maintain contact with the offices of corporate and foundation funding sources, key private donors, of their staff to coordinate meetings, calls, and events; and
- Assist and lead other projects and activities as assigned by the Director of Development.

## Communications

- Serve as secondary editor for all CJI internal materials such as staff manuals, grant program forms and letters, etc.
- Assist the Development & Communications Manager with writing and editing communications materials such as annual reports, topical reports, and other CJI publications.
- Assist with editing and maintaining CJI's website.
- Support the Dev/Comms Manager with administrative tasks and logistics for video and photo shoots, press events, and other special media activities and opportunities.
- Collaborate with the Dev. & Comms. Manager and Dir. Of Development to develop and roll out a comprehensive social media strategy, policies, and protocols to improve and elevate interaction with followers and CJI's responsiveness.
- Manage content and posting to CJI's social media accounts.
- Draft e-blast content according to e-blast schedule.
- Track trending and emerging criminal/social/racial/economic justice news and current events to source content for social media and e-blasts.
- Draft and copy edit spring and EOY appeal letters.
- Provide administrative and logistical support for CJI fundraising events.
- Identify external opportunities, including partnerships, affinity groups, conferences, etc., for promoting CJI's work to raise visibility and profile.

## Supervisory Responsibilities

- Temporary personnel or interns as needed during peak periods.

## **Who You Are**

- Bachelor's degree required.
- Must have a 5-7 years' development and/or communications experience, preferably in a non-profit philanthropic environment.
- Excellent written and verbal communication skills.
- Must be able to prioritize and multi-task, while remaining unflappable.
- Professional, maintaining grace under fire, with a well-developed and appropriate sense of humor.
- Strong interpersonal skills, able to deal effectively with a wide range of persons; in particular, people with different levels of access to wealth and class, people of different ages, races, cultures, religions, sexual orientations and identities; people with a history of incarceration, and people directly impacted by the criminal justice system.
- Excellent administrative skills.
- Comfortable and proficient with professional correspondence and editing, on OneDrive, Word, Excel, PowerPoint, mail merge functions, document formatting, etc.
- Experience with donor database and/or electronic admissions programs a plus.
- Experience with Zoom or other webinar and conferencing tools a plus.
- Experience with social media platforms such as FaceBook, Twitter, Instagram, and YouTube.

- Excellent research skills.
- Able to take direction, work in a team, and work independently.
- Able to maintain discretion with confidential information.
- Demonstrated alignment with the movement for CJI's mission of ending mass incarceration and mass criminalization is a plus.

## What Else You Should Know

Salary is competitive and based on experience and qualifications.

CJI is a project of NEO Philanthropy, Inc. It is the policy of NEO to afford equal employment opportunity to all qualified persons regardless of history of incarceration, race, color, religious creed, national origin, age, military status, pregnancy status, sexual orientation, disability, genetic information, gender identity, gender expression or gender.

People directly impacted by the criminal legal or immigration systems; with a previous history of incarceration; women; people of color; LGBTQI+ people; and people with disabilities are strongly encouraged to apply.

## What Now?

If reading this has sparked a fire in you, please send your resume, two writing samples, and a thoughtful cover letter describing why you would be great at this job to [cjistaffing@gmail.com](mailto:cjistaffing@gmail.com).

We will be interviewing candidates on a rolling basis and encourage you to apply as soon as possible.

