The Center for Public Justice (CPJ) seeks a Director of Development responsible for leading the planning, implementation and evaluation of all aspects of fundraising to sustain and enhance the institutional mission. The Director of Development leads strategic fundraising planning and activities for all staff and volunteers (trustees and trustee alumni, event hosts, etc.), and maximizes both annual unrestricted income and targeted support for strategic institutional priorities. The Development Director reports to the CEO, and supervises 2 direct reports.

CPJ is a nonpartisan, independent, Christian civic education and public policy organization whose mission is to serve God, advance justice and transform public life. Through its programs CPJ equips citizens, develops leaders and shapes policy.

A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate should be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

Competitive Salary, Excellent Benefits. Salary is commensurate with experience, education, and ability. This position has two weekly recurring telework days and daily flex hours.

**Position Overview:**

- Develop and implement a multi-year strategic fundraising plan to identify and cultivate donors from internal and external constituencies, to build upon CPJ’s current donor base to create new giving opportunities for program alumni, beneficiaries, and friends of CPJ, expanding CPJ’s donor base at every level;
• Establish development goals, objectives, standards, budget and monitoring metrics in line with CPJ’s Strategic Plan and support the CEO in leading the staff team and the volunteer fund development team to meet and exceed these goals and objectives;

• Provide leadership and build relationships in concert with the CEO to work effectively with top donors and volunteers and develop fundraising programs utilizing Board members, staff and volunteers, including the volunteer fund development team in major donor cultivation and planned giving from a well-qualified donor pool;

• Develop and execute the fundraising strategy to significantly grow the annual fund in the short term while diversifying the donor base toward long-term funding of the organization’s identified priorities through major gifts, and planned giving, coordinating the relevant activities of the CEO, the staff team and the volunteer fund development team;

• Represent CPJ in the Faith and Giving Coalition, Independent Sector, the Association of Fundraising Professionals, and other organizations attending to public policy and advocacy on behalf of faith-based organizations, the nonprofit sector and the fundraising profession;

• Ability to deliver a $100,000 increase in annual giving by the end of the first year.

Persons applying for the position should:

• Have a personal, active and demonstrable commitment to Christ, CPJ’s mission, and uphold the commitments in the Theological Basis and Standards of Conduct as articulated in CPJ’s Employee Handbook;

• Have a demonstrable commitment to stewardship of CPJ’s brand, public profile, and internal organizational information;

• Demonstrate significant vocational or professional experience in fundraising or significant translatable relevant experience; experience with annual funding, major gifts, and planned giving are strongly preferred for this position;

• Possess excellent interpersonal, writing and communication skills;

• Be an organized self-starter, able to help people and systems advance simultaneously to achieve goals;

• Be able to manage multiple tasks simultaneously, some of which require a planning process (strategy and change management) and others that often require quick turnaround (donor engagement);

• Be a collaborator with internal and external teams;

• Comfort with and ability to use donation CRM platforms;

• Understand and carry out the business and art of raising funds, including:
  • Articulating the vision, values and mission of the Center for Public Justice through an effective Case for Support;
  • Researching potential donors’ capacity, interests and giving history, including their generosity;
  • Producing direct mail, social media, and planned giving campaigns from concept to design to closed gift to thank you;
  • Asking for money and following up on the ask;
Collaborating with CPJ program staff on grant requests and post-award reports with all required documentation; CPJ’s program staff are already high-capacity achievers in this revenue stream;

- Be willing and able to work a flexible schedule to include occasional evening hours and travel as needed;
- Hold at minimum a bachelor’s degree.

**Ideal candidates will also possess these attributes:**

- Familiarity and/or demonstrable understanding of the Reformed theological tradition and in particular its expression in the concept of public justice,
- Knowledge of and/or experience with faith-based public policy or advocacy.

**Application Process:**

Applicants should submit a cover letter including salary requirements, a current resume, a portfolio detailing relevant work, and at least four references with contact information including name, relationship, address, email and telephone numbers. Three professional references and one character reference who can speak to the candidate’s spiritual maturity are requested.

Inquiries and application materials should be sent via email (with the resume as a Word or PDF attachment) to the contact below, referencing “Director of Development” in the subject line.

**No paper applications or phone calls please.**

Contact: Mr. Oliver Mead
hr@cpjustice.org