

restorative  
justice  
initiative



## Development Coordinator

Job type: Part time, roughly 20 hours per week.

### About RJI

Restorative Justice Initiative (RJI), founded in 2015, is a Partner Project of the Fund for the City of New York. We are a citywide, multi-sector network of practitioners, advocates and community members seeking to increase support for, and access to, restorative justice approaches for all New Yorkers.

We have built a highly-engaged network of hundreds of New Yorkers, and an active list of more than 3,600 New Yorkers who benefit from our communications and events.

### About the Position

RJI is seeking to hire a non-profit development professional to be our Development Coordinator. You will report to the Founding Director and work with the RJI Board and staff in developing the administrative infrastructure to support a long-term individual donor engagement strategy that involves: increasing the number of people in our network who are donors to 50%; securing at least 30 new sustaining donors; ensuring 100% board giving and increasing major gifts in the \$500-\$10,000 range.

For the right candidate, this position is an exciting opportunity to shape the growth of a mission-driven nonprofit while contributing to a broad movement to promote non-punitive responses to harm.

## **Job Objectives and Activities**

Collaborate with RJI Founding Director and Board of Directors to retain and cultivate individual donors and ensure the organization meets its annual fundraising goals. Specific duties include but are not limited to:

- Coordinate with Board, Director and Communications Associate to ensure that consistent, targeted outreach is being done to all existing donors to ensure donor retention
- Maintain and update CRM, generate reports, develop donor outreach lists for Board Members and Staff
- Develop a system for tracking Board gifts and solicitations
- Coordinate with Board Members and Staff to draft agendas for monthly Fundraising Team meetings
- Maintain calendar, schedule donor meetings, and send notices of monthly Fundraising Team meetings
- Upload scanned checks to individual donor profiles in CRM
- Develop and manage fundraising collateral including briefs, meeting materials, and follow up documents
- Support board development and peer-to-peer fundraising efforts, including working with the Director to ensure board members have resources to act as key spokespeople and fundraisers for RJI
- Coordinate at least one annual fundraising event and at least two online campaigns (which may include crowdfunding)
- Develop event-specific donor acknowledgment email templates
- Work with Founding Director to develop annual fundraising plan and prospect list to guide RJI's development
- Research potential high-capacity donors

## **Job Qualifications:**

- 3 or more years of nonprofit fundraising experience
- A deep commitment to justice and a relational approach to fundraising
- Intermediate to advanced proficiency with Google Suite and CRMs; familiarity with Little Green Light is preferred
- Creative with a knack for problem solving
- Highly organized and detail-oriented
- Strong verbal and written communication skills

- Strong project management skills
- A good sense of humor and a collaborative work style
- Knowledge of the New York City philanthropy landscape is preferred
- Familiarity with education and criminal justice system reform issues and donors is preferred

Women, people of color, LGBTQ+, differently-abled and retired people are strongly encouraged to apply. Candidates who meet most, but not all of the requirements above are encouraged to apply.

Restorative Justice Initiative is an Equal Opportunity Employer and believes that the diversity of ideas, experiences and cultures that our employees contribute to our organization is our greatest advantage, and we are proud to be an inclusive and equal-opportunity workplace, where all applicants and employees are considered for hire, promotion and job status without regard to sex, race, religion, creed, color, national origin, alienage or citizenship status, gender (including gender identity or expression), sexual orientation, marital or partnership status, age, disability, height, weight, handicap, Vietnam era or disabled veteran status or any other protected characteristic protected under federal, state or local law. Candidates of all backgrounds are encouraged to apply. Candidates that have been directly impacted by the criminal legal system or school pushout are encouraged to apply.

### **Compensation**

This is a part time staff position with an annual salary not to exceed \$40,000. Employees who regularly work *less than* 21 hours per week are eligible for pro-rated paid annual leave, holidays, sick leave, jury duty leave, death in the family leave and child care leave. Part-time employees who work *more than* 19 hours per week are also eligible for pension benefits. Employees who work *at least* 21 hours a week are eligible for *pro-rated* paid annual leave, holidays, sick leave, jury duty leave, death in the family leave, annual leave and child care leave and *full* group insurance and pension benefits.

### **To Apply**

If interested in applying, please send your resume with a cover letter explaining why you're a good fit for this position to [info@restorativejustice.nyc](mailto:info@restorativejustice.nyc) with the subject line "Development Coordinator." Applications accepted on a rolling basis, the first review of applicants will take place after December 15, 2022.