Development Director

LCJP seeks a full-time Development Director to direct the organization’s diversified development and fundraising initiatives, including individual giving, fundraising events, major donor initiatives, and corporate sponsors. Longmont Community Justice Partnership (LCJP) is a nonprofit organization whose mission is to build community through collaborative and inclusive restorative practices and give people the opportunity to heal and create justice in their community and the world.

Since 1994, LCJP has been a statewide and national leader for the restorative justice movement by defining and exemplifying best standards of training and practice. Through a collaborative partnership with the Longmont police and community volunteers, we serve hundreds of families each year to give victims a voice in the justice process and offer offenders the opportunity to take responsibility for their actions and make things right with the people they’ve impacted.

POSITION DESCRIPTION:
Schedule: 8:00am-5:00pm, Monday through Friday. Some flexibility in scheduling is possible. Occasional evening hours.
Salary: $60,000-65,000. Benefits include health, vision, and dental insurance, and Simple IRA matched by LCJP.
Status: Exempt
Reports to: Executive Director
Start Date: ASAP

LCJP’s Development Director is an experienced, dynamic team member who brings knowledge and direction to LCJP’s fundraising and marketing initiatives. The Development Director must have strong foundational fundraising and organizational development experience and contribute creative and innovative approaches for enhancing community awareness and interest in LCJP’s programs. The Development Director works in collaboration with the Executive Director to identify and execute strategies to diversify revenue streams, primarily through individual and major donors, corporate sponsorships, and events. The Development Director designs and coordinates annual LCJP events for fundraising and stakeholder appreciation. LCJP’s grant writing is primarily carried out by a contracted professional, and the Development Director will supervise and contribute to grant writing and reporting. The Development Director must have exceptional communication skills and the ability to speak and write persuasively. They are self-directed, organized, and able to hold themselves accountable to meeting deadlines. LCJP works with a diverse community of clients, volunteers, and stakeholders, and we seek a new team member who can interact respectfully with individuals representing a wide range of backgrounds and experiences.

The LCJP staff committedly utilizes a restorative approach to thoughtfully and authentically address conflict and cultivate relationships. LCJP staff is dedicated to educating the community in conflict resolution skills and techniques informed by our own experiences. If you would like to know more about LCJP’s organizational culture, you are encouraged to attend one of our monthly Restorative Practices Orientations to learn more before applying.
RESPONSIBILITIES:
Fund Development
- Work with Executive Director to create and implement an innovative and growth-oriented annual fundraising plan designed to meet organizational budget and sustain financial growth
- Build and implement effective fundraising campaigns, including compelling appeal writing and online campaigns
- Develop and execute strategies for diversifying revenue streams including expansion of individual donor base, major donors, corporate sponsors, and events
- Take active role participating in strategic and fund development projects via LCJP’s new 3.5 year investment with Social Venture Partners of Boulder County
- Communicate fundraising goals throughout the organization and equip staff and board with tools to help reach them
- Manage donor relationships, oversee donor database, donor appreciation, and donor retention
- Design and coordinate 1-2 fundraising events annually (Size of events to be determined. Currently LCJP has no major fundraising events.)
- Engage with board of directors to support donor cultivation
- Prepare reports and maintain accurate records tracking progress of fundraising projects
- Support grant writing primarily by supervising contracted grant writer, contribute to writing and reporting on grants as needed
- Seek In-Kind Donations to support LCJP programs
- Manage LCJP’s Community Shares Membership

Marketing & Community
- Work with Executive Director to develop comprehensive communications and messaging strategy
  - Direct creative and cohesive marketing efforts via social media, e-newsletters, website
- Represent LCJP at public speaking engagements and external events
- Design and produce Annual Report for stakeholders

QUALIFICATIONS:
- Minimum 3 years' experience in nonprofit development with a proven record of success
- Excellent written and verbal communication, ability to write persuasively
- Advanced knowledge of Microsoft Office Suite, managing databases, Google Apps
- Strong work ethic and a proactive, self-directed work style
- Ability to think creatively to strategize, develop and launch new fundraising campaigns
- Strong partnership-building, organizational, and event management skills
- Supervisory experience and talent for working collaboratively
- Ability to work professionally and respectfully with people from diverse backgrounds
- Experience in community outreach and education preferred
- Bilingual English/ Spanish preferred
- Willingness to engage in continuous learning about anti-oppression and social justice
- Highly motivated by LCJP’s mission and committed to living out LCJP mission and values

LCJP is an Equal Opportunities employer. We highly encourage people of all ages, races, sexual orientations, genders, gender identities, and abilities to apply!
APPLICATION:
Applicant should send:

1. A cover letter stating the applicant’s name, address, phone number and email address as well as statements about the applicant’s interest in working with LCJP, qualifications and relevant experience.
2. A current resume that includes education and job history.
3. A list of 3 references: 2 professional and 1 personal, stating the person’s name, phone number, email address and relationship to you.

We RECOMMEND that applicants e-mail the requested information to jobs@lcjp.org. Please include “Development Director” in the subject line of the email.

Applicants may also mail the requested information to:

                      Attn: LCJP Administrative Assistant
                      Longmont Community Justice Partnership
                      528 Main Street
                      Longmont, CO 80501

**Start Date ASAP: Applications will be considered as they are received.**

Please note: You will be contacted when your application is received. Allow three to four weeks for a response regarding an interview. Thank you for your interest!