



Job Title: Development Director

Employment Status: Exempt, Full Time, May require up to 15 evening & weekend hours per month

Pay Rate: \$70,000-\$75,000

To Apply: Please send a cover letter, resume, and three references to: jobs@lcjp.org with "Development Director" in the subject line.

About LCJP: Longmont Community Justice Partnership (LCJP) has been changing lives through Restorative Justice since 1994. By joining the LCJP team, you will help provide people with the skills to engage in the powerful experience of taking responsibility for crime and repairing harm with those who have been impacted through transformative community-based dialogue. You will be part of creating access to youth-centered programs which benefit our community by reducing criminalization, boosting protective factors and providing spaces for positive youth-to-youth experiences.

Current Strategic Priorities for LCJP:

- Furthering our equity, inclusion, and diversity work through staff, board and volunteer representation of black, indigenous, people of color, LGBTQIA+, and other historically marginalized identities
- Promoting participatory practice through community voice, volunteer leadership and community centric fundraising
- Creating and implementing programming centered on positive youth development that focuses on engagement in the local community and school district
- Building a restorative community through applying restorative practices in a wide variety of environments
- Partnering with the City of Longmont's pre-file diversion team to offer 'wrap-around' services to all youth interacting with the system
- Actively seeking to support access to Restorative Justice in communities beyond Longmont

To help further these goals black, indigenous, people of color and/or those who identify as LGBTQIA+ are strongly encouraged to apply. LCJP values a work environment supporting family needs and our work environment and community events are family-friendly.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. ***We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background.*** LCJP may consider an equivalent combination of knowledge, skills, education, and experience to meet certain qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

We acknowledge the cost of living in Boulder County can be prohibitive. If you are hired, a salary increase is available to help support equity for those living outside of Boulder County.

LCJP is an organization that values a hybrid work environment to help support resilience within ourselves, support personal needs outside of work, and assist with those who have long commutes. For the first 90 days of employment, LCJP asks that hybrid work be minimal to promote relationship building with staff and other stakeholders. After the first 90 days, hybrid work is available inline with LCJP's current work from home guidelines.

LCJP utilizes a model of mutual accountability in which all staff work in partnership with one another to uphold the core values of the organization and restorative practices. The LCJP staff are committed to utilizing restorative practices to thoughtfully build relationships and address conflict with each other, our volunteers, and stakeholders. If you would like to know more about our philosophy and our work you may watch our documentary, "[How to Love Your Enemy: A Restorative Justice Story](#)" to learn more before applying.

LCJP is a small community based nonprofit who needs a candidate who understands the nuances of working in this environment with the ability to adapt and help share the responsibility of upholding a small nonprofit.

Finally, LCJP values transparency and authenticity as one of its core values for the staff and board. To help foster this transparency, all staff salaries are available for applicants to review.

Development Director

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. 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.

Donor Relations (60%)

- Work with Executive Director to implement the 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
- Evaluate and execute strategies for diversifying revenue streams including expansion of individual donor base, major donors, corporate sponsors, and events
- 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

- Engage with board of directors to support donor cultivation
- Prepare reports and maintain accurate records tracking progress of fundraising projects
- Work with ED to develop comprehensive communications and messaging strategy
- Represent LCJP at public speaking engagements and external events
- Design and produce Annual Report for stakeholders
- Adept at maintaining CRM databases

Event Planning & Management (20%)

- Design and coordinate 1-2 fundraising events annually including major fundraising event
Seek In-Kind Donations to support LCJP programs
- Solicit businesses for sponsorship and grow relationships with current corporate sponsors
- Recruit and lead a team of volunteers on our Events Committee

Communication, PR, Marketing (20%)

- Help with Website Updates/Maintenance
- Work alongside Training and Community Programs to develop and maintain clear and consistent communication for internal and external stakeholders
- Develop social media branding and content strategies related to relevant holidays, events, and fundraising efforts

Minimum Qualifications & Skills Desired

- Minimum 3-5 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
- Commitment to shared organizational values of the 5 R's: relationship, respect, responsibility, repair, and reintegration
- Experience in community outreach and education preferred
- Demonstrated commitment to or lived experience with Justice, Diversity, Inclusivity, and Equity

Benefits:

- Remote work available on a periodic basis; currently all staff work at home on Fridays
- Family friendly and supportive
- Individual Health Care Reimbursement available; reimbursement amount dependent on age
- 3% match on Simple IRA contributions
- 96 vacation hours per year; 144 after 3 years of employment
- 12 paid holidays per year
- 9 sick days per year
- Additional salary compensation for those living outside of Boulder County