



## **HIRING ANNOUNCEMENT**

### **DEVELOPMENT COORDINATOR**

Posted: February 10, 2023

Choosing Justice Initiative (CJI) is seeking a strategic and creative fundraiser for a full-time Development Coordinator. Our ideal candidate is someone who has experience with public communications, non-profit fundraising, and managing donor relations, and who believes strongly in CJI's vision for a justice system that is equitable and healing. Applicants should be highly organized, self-motivated, and have strong writing and public communication skills.

#### **JOB DESCRIPTION**

- Develop and implement annual fundraising plan in collaboration with Executive Director
- Track donations and prepare acknowledgement letters and other correspondence
- Maintain donor database and deliver reports to ED and Board on fundraising activities and progress
- Engage with Board members to grow and develop resource connections
- Grow major gifts by identifying and cultivating new donors
- Maintain calendar of grant solicitations, grant reports, and other fundraising deadlines
- Identify relevant grants and write grant applications
- Prepare grant reports
- Work collaboratively with CJI staff to develop branding and messaging strategies
- Develop and implement communications plan for social media and website
- Use various communication strategies to raise public awareness about and support for CJI and its justice reform campaigns, including court debt relief and indigent defense reform

#### **QUALIFICATIONS/EXPERIENCE**

- Familiarity with nonprofit fundraising and donor development
- Familiarity writing grant applications and/or willingness to learn
- Experience with public communication tools (including social media)
- Strong problem-solving skills; strong writing and public speaking skills
- Ability to develop and maintain effective professional relationships with diverse stakeholders and constituencies, and awareness of implicit biases and cultural competency
- Capable of working independently, taking initiative, setting priorities, efficiently and effectively organizing work, and managing multiple tasks simultaneously.
- A passion for equity and justice
- Reliable transportation and flexible schedule

#### **Preferred Knowledge, Experience, and/or Skills**

- Familiarity with resources available through the Center for Non-profit Management
- Experience with donor management software

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- Background in public relations, communications, and/or desktop publishing
- Formerly incarcerated or related personal experience within the criminal legal system
- Knowledge of the complex relationship between poverty and involvement in the criminal legal system, and an understanding of social, institutional, and systemic causes of poverty
- Demonstrated commitment to social justice-related issues
- Bilingual

### **COMPENSATION**

Expected starting salary of \$50-60K, plus medical & dental benefits, depending on qualifications and level of experience.

### **ABOUT CHOOSING JUSTICE INITIATIVE**

CJI is a public interest law firm that represents people in Nashville facing criminal charges who cannot afford to hire a lawyer, and helps them pursue justice when they encounter the criminal legal system. We are the only place in Tennessee where people can get free legal representation for civil matters related to their criminal case. CJI also advocates for the systemic changes necessary to end unfair policies, practices, and laws that perpetuate racism, poverty, and other forms of injustice and harm in the criminal legal system. To learn more about us, visit our website at [www.cjinashville.org](http://www.cjinashville.org).

### **HOW TO APPLY**

Email a cover letter, resume, and references to Erica Duggan at [ericaduggan@cjinashville.org](mailto:ericaduggan@cjinashville.org). Applications will be accepted until the position is filled. No phone calls please. CJI is an equal opportunity employer, and does not discriminate in hiring or employment decisions on the basis of race, color, religion, sex, gender identity, national origin, age, disability, or criminal record.