

# Safe & Just Michigan

## **About Safe & Just Michigan**

Safe & Just Michigan (SJM) envisions a Michigan in which all are safe in their communities and everyone is responsible for creating accountability, safety, and justice. We work to reduce the harm caused by both crime and unnecessary incarceration.

Safe & Just Michigan advances evidence-based reforms that can improve public safety and eliminate unnecessary and wasteful corrections spending. We conduct research, educate, advocate, and mobilize support for smart investments in services and programs proven to reduce crime and promote healthy, thriving communities.

## **Development Director Position Description**

The development director is responsible for planning strategy and directing implementation of the organization's fundraising and development activities. The position reports both to the executive director and deputy director.

This full-time position is headquartered Lansing, but arrangements may be made for telecommuting as appropriate for the position.

## **Responsibilities**

- Work with senior staff to design and implement a comprehensive plan to establish funding needs, preferred funding targets, and approaches that align with SJM's strategic plan.
- Develop and maintain key long-term relationships with donors and prospects.
- Grow and sustain the SJM budget through the solicitation of major gifts, special events, and corporate and foundation support.
- Support board members as they participate in fundraising activities.
- Systematically and effectively strengthen the organization's overall fundraising capacity.

- Have primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach, including budget development.
- Oversee research of funding sources and trends, with foresight, to help position SJM ahead of major funding changes or trends.
- Monitor all donor information and guard the confidentiality of donor records.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the development program.
- Ensure timely acknowledgement of gifts with the support of the office manager.

## **Qualifications**

The development director must have the following attributes:

- A minimum of five years demonstrated experience developing and implementing successful development strategies across multiple donor and funding channels.
- Experience with major foundation grants, individual giving and major donor work is required; additional experience in targeted campaigns and corporate philanthropy and sponsorship is preferred.
- Strong understanding of foundation processes, rules, and relationship building, including grant writing and report experience, preferably with a focus in the social justice field.
- Experience in planning, leading, and managing development projects.
- Strong record in engaging, prospecting, soliciting, and stewarding donors and funders is required.
- Skill in creating powerful, compelling written and oral communications for fundraising.
- Ability to understand, collaboratively develop, and monitor project-based and organizational budgets.
- Bachelor's degree or equivalent combination of relevant education and experience; advanced degree preferred.
- Demonstrated commitment to criminal justice reform and to SJM's mission.
- Time and resource management skills and the ability to meet ambitious, measurable goals.
- Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Experience with fundraising software, particularly eTapestry, preferred.

## Compensation

Salary is based on experience and qualifications. Benefits include generous paid leave time and a comprehensive health care package.

## To Apply

Email a cover letter expressing your interest in this position, along with your resume, a writing sample directly related to a development and/or fundraising strategy, and at least two professional references to [kate@safeandjustmi.org](mailto:kate@safeandjustmi.org). Please include "Development Director" in the subject line. Only applicants with a complete submission of the requested information will be considered.

This position will remain open until filled. SJM is seeking to fill this position as soon as possible. We will conduct interviews of preferred candidates on a rolling basis as we receive application materials. Only applicants selected for interviews will be contacted. No phone calls, please.

*Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.*