



Position Summary

Partnership for Safety & Justice (PSJ) seeks a skilled development professional to lead our fundraising efforts and to work with our accomplished staff and highly engaged board of directors. We are committed to the principles of community-centric fundraising and hope to identify a new member of our team eager to learn with us and operationalize these values into our shared work. This is a time of broad and unprecedented national focus on public safety and criminal justice reform. As Development Director, you will expand and intensify our fundraising program to build on this growing momentum for change.

This position reports to the Executive Director. It will require occasional weekends, evenings, and in-state travel (post COVID). Staff is currently working remotely while maintaining a physical office in Portland, Oregon.

About Partnership for Safety & Justice

PSJ believes that the public safety and criminal justice systems should uphold the values of accountability, equity, and healing; promote the safety of all communities; and help prevent harm. But Oregon's system is falling far short of that mandate with devastating consequences: tearing families apart, deepening racial disparities, perpetuating mass incarceration and over-criminalization, and draining critical public resources from programs that help crime survivors heal.

In the face of these challenges, PSJ is leading a growing movement to transform Oregon's response to crime through innovative solutions that ensure accountability, equity, and healing. Founded in 1999, PSJ was the first advocacy group in the country to bring together both crime survivors and people who have been convicted of crime to effect change.

PSJ is focused on three strategic goals over the long horizon: shrink the corrections system, build local solutions, and transform the expectations and deliverables of the justice system. We work with both likely and unlikely allies to achieve our goals, including racial and economic justice advocates, organized labor, business leaders, victim advocates, prosecutors, sheriffs, police chiefs, and legislators across the political spectrum.

PSJ's strategy includes working with Safety & Justice Oregon (SJO), an affiliated 501c4 organization that is supporting and empowering a growing group of legislators and district attorneys who are committed to advancing more effective solutions for Oregon's criminal justice system.

To learn more about us, visit safetyandjustice.org and sjoregon.org.

Development Director Core Responsibilities

With support of the staff, board members, and volunteers, the Development Director will:

- Develop, implement, and maintain a comprehensive fundraising program for the 501c3, 501c4, and PAC (total combined operating budget of \$1.3 million to \$1.5 million).
- Create and implement fundraising plans to seek and obtain new foundation funders and individual donors.
- Drive the adoption and implementation of community-centric fundraising practices and ethical storytelling among staff and board.
- Directly secure support from individuals, foundations, and businesses, including a major gifts portfolio.
- Ensure contributions are administered in accordance with donor's wishes and in compliance with state, local, and federal campaign finance laws. Ensure all gifts are recorded and acknowledged in a timely manner.
- Manage a grant calendar, write proposals and reports, and perform targeted grant research.
- Plan and oversee a variety of fundraising events (virtual during the pandemic).
- Act as a primary liaison and support to the Executive Director and the Board of Directors regarding all fundraising activities.
- Support individual supporters, participants, and board members in developing individual donor fundraising skills.
- Work closely with the Communications Director to produce and/or draft copy for engaging fundraising materials, newsletters, annual reports, collateral materials, and email updates.
- Represent the organization in the community and facilitate and participate in public speaking opportunities.

Qualifications and Experience

We believe in personal and professional growth and transformation. These qualifications reflect the primary skills needed for this position, but it's not required that you have all of them right now. If you like to learn and grow and have most of these, please apply.

- ✓ 3-5+ years of formal or informal experience, education, and/or training commensurate with experience in the nonprofit sector. Examples of experience, education, and training that fulfill this requirement include relevant lived experience and non-traditional education, volunteer or paid work, internships, community-based and other types of training and workshops, community college, trade school, university courses and degrees.
- ✓ Enthusiasm for PSJ's mission and our holistic approach of advancing solutions that meet the needs of both survivors of violence and people convicted of crime. Experience in the criminal justice reform and/or public safety field is ideal but not required.
- ✓ Motivated by the idea of building stronger political fundraising plans (c4 and PAC).
- ✓ Interest in learning and implementing community-centric fundraising practices and demonstrated commitment to advancing anti-racism, diversity, equity, and inclusion.
- ✓ Familiarity with individual donor fundraising, including major donor campaigns, and advancing relationships with institutional funders and foundations.

- ✓ Excellent interpersonal, written, and verbal communication skills with the ability to take information from various sources and distill into core messages that are conveyed to a variety of audiences.
- ✓ Willingness to take initiative and work collaboratively with PSJ's dynamic and deeply invested staff and Board of Directors. PSJ has a relatively small staff, but we are all highly experienced and take on a range of administrative and programmatic duties. Our 501c3 and 501c4 board members are also highly accomplished individuals who have made a strong commitment to fundraising. Effectively managing and coaching us in our fundraising roles will help take PSJ to its next level of development and impact.
- ✓ Willingness to work closely with and "manage-up" PSJ's Executive Director. Your work with the Executive Director will include both individual donor cultivation and management of PSJ's significant reliance on foundation grants.
- ✓ Enthusiasm for effectively integrating PSJ's advocacy program with our fundraising efforts. You will strengthen our policy reform work through PSJ's relationships with individual donors and foundations.
- ✓ Proficiency with technology including word-processing, spreadsheets, email, and presentation software. Experience with Google and Microsoft products and willingness to learn and manage donor database software.

Compensation

The salary range for this position begins at \$77,000 and will be determined based on the successful candidate's experience. Excellent benefits package with full employee medical and dental insurance; flexible spending account (health care and dependent care); 4% of salary employer contribution to retirement investment account; and generous vacation, holiday, and sick leave.

How to Apply

Submit a current resume and cover letter (2-page limit requested) explaining your relevant experience and interest in this position. Interviewees will be asked for a work sample and references if they advance through the process. Position will remain open until filled. For fullest consideration, email your application by 5:00 pm (PST) on **Friday, August 19th, 2022** to devdir@safetyandjustice.org.

Questions about the position or application process? Contact Rebecca at rebecca@safetyandjustice.org.

PSJ is an equal opportunity employer committed to an inclusive, equitable, and multicultural work environment. We are stronger and more effective because of the different pathways that have led our team members to who they are today. Black, Indigenous, Latinx, and other people of color; people who are gender non-binary; people with disabilities; LGBTQ candidates; survivors of crime; and people who have been convicted of crime are encouraged to apply.