



Job Description: Development Manager

Advancing Real Change (ARC), Inc. is dedicated to bringing human dignity to the criminal legal system. We promote this vision of justice by ensuring that the life histories of people charged with crimes are at the forefront of their cases. We pursue this mission through our work as members of a defense team committed to client centered representation and through various training and education initiatives. For more information about our work, please see our website at www.advancechange.org.

ARC, Inc. is seeking a Development Manager who will be responsible for identifying and securing sources of support for the pursuit of the organization's mission. This position reports to the Director of Operations and may be located in ARC, Inc.'s Baltimore or Jacksonville office. This is a full-time position in office position.

Who we are (and are not)

ARC, Inc. is a rapidly expanding nonprofit organization that believes strongly in human dignity and its potential as a force for changing the criminal legal system into a justice system. We seek to provide our staff members with the compensation, support, and flexibility that will enable them to sustain this effort over time. As teammates, we seek out and respect each other's diverse contributions to the work.

ARC, Inc. is neither a private firm nor a government agency. If you are looking for a 9-to-5 job or if you are anything less than 100% committed to the inherent dignity of our clients, we are not a fit for you.

What we offer

The salary for this position will be between \$48,000 and \$55,000. Benefits include an annual contribution of \$4,000 toward health and dental coverage (as an applied contribution or received as a taxed stipend), an employer-matched retirement plan, financial support for professional development opportunities, and a \$50/month stipend to defray transit or parking costs. Our leave policy includes no annual limit on, or pay deductions for, time off. It is our hope that staff members will use this time to balance periods that may require extensive work.

Most importantly, we offer the opportunity to work in an environment where your ultimate responsibility is to ensure that all those facing criminal charges receive the quality defense that is constitutionally guaranteed. We provide significant support to help staff develop a powerful voice for that commitment. By accepting a position with us, you are accepting a role in creating systemic change.

What you will offer

The ideal candidate for this position will bring:

- 3 or more years of experience in fundraising, marketing, or another relevant field,
- familiarity with major issues in the field of criminal justice,

- superior oral and written communication skills,
- ability to manage multiple priorities, organize a diverse workload, handle multiple responsibilities, and meet deadlines consistently,
- knowledge of systems and processes for non-profit organizations, including operations, finance, reporting, and governance,
- high integrity and strong work ethic,
- an organized and precise work practice with attention to detail and accuracy,
- ability to maintain strict confidentiality of sensitive information,
- proficiency with Microsoft Office applications, databases, and other third-party applications,
- mindfulness of what is needed to work across cultural differences of all kinds,
- practice of self-care and resilience in the face of difficult work,
- creativity in responding to challenges and developing strategies, and
- eagerness to work as part of a team of mission-driven individuals from diverse backgrounds

Position Details

The responsibilities of the position are divided among four main categories:

Securing Funding

- Researching foundation, corporate, and individual funders
- Developing relationships with potential funders
- Submitting funding requests that are timely and responsive to funder interests
- Meeting reporting requirements for received funding
- Engaging in donor stewardship activities and data management
- Maintaining expertise of the philanthropic landscape
- Making recommendations to inform annual budgeting process
- Organizing fundraising events
- Meeting annual metrics regarding contacts, submissions, and funding secured

Narrative Development

- Developing an understanding of ARC's work and the need for it
- Conveying effectiveness of ARC's work through a combination of metrics and storytelling
- Understanding and communicating the context of ARC's work within broader social justice movements
- Selecting and honing messages for specific audiences, including small and large donors, foundations, corporations, and other stakeholders
- Producing promotional materials for a wide variety of settings, including an email newsletter, printed materials, social media, and other outreach methods

Community Outreach

- Representing ARC, Inc. at volunteer fairs, workplace giving campaigns, and other community outreach events
- Participating in the development and implementation of community-based projects
- Leading volunteer engagement efforts

Organizational Engagement

- Fully and enthusiastically participating in team meetings

- Playing a supportive role in events, initiatives, and other tasks as requested by management
- Providing support to relevant functions of the Board of Directors

Application process

Those wishing to apply for this position should first ensure that they meet the following minimum requirements: 3+ years professional experience, a 4-year degree, clear written and oral expression, and knowledge of non-profit operations.

Additional qualifications that are preferred but not required include a relevant post-graduate degree, public speaking experience, and proficiency with website management programs, databases, or other software.

Those meeting the minimum requirements should submit a cover letter, resume, contact information for three references, and a brief (3 – 5 page) writing sample to Director of Operations Erin Fiaschetti at esf@advancechange.org. Successful applications will convey fit with the position as described, motivation in pursuing a career in this field, and previous experience with related tasks.

ARC, Inc. is an equal opportunity employer, which welcomes qualified applicants of all races, ethnicities, genders, gender-identities, disability status, and sexual orientations, as well as those who have been system-involved.