



Job Description: *Director of Development*

Advancing Real Change (ARC), Inc. is seeking a *Director of Development* who will lead our efforts to identify and secure sources of support for the pursuit of the organization's mission. This position requires big thinking about the potential for change in the criminal legal system and communicating that vision to diverse stakeholders. This position reports to the Director of Operations and may be located in either our Baltimore, MD or Jacksonville, FL offices. This is not a remote position.

Who we are (and are not)

ARC, Inc. is a growing nonprofit organization dedicated to doing big things. Our mission is to promote 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 on individual cases and by helping to expand the field of mitigation. For more information about mitigation (also referred to as life history investigation), please see our website at www.advancechange.org.

ARC, Inc. is neither a private firm nor a government agency. If you are anything less than 100% committed to the inherent dignity of our clients and the work involved in carrying that message forward, we are not a fit for you.

Our team goes above and beyond to ensure that our clients receive the quality defense to which they are entitled. We believe strongly in human dignity and its potential as a force for change in the criminal legal 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 respect each other's diverse contributions to the work.

What we offer

The salary for this position will be between \$65,000 and \$80,000, and includes benefits of an annual contribution of \$4,000 toward health and dental coverage (can be applied to our group plan premium or received as a taxed stipend), employer contributions to a SIMPLE IRA retirement plan, and a \$50/month stipend to defray commuting costs. ARC, Inc. will also cover expenses related to professional development opportunities. Our leave policy includes no annual limit on, or pay deductions, for time off. It is our hope that staff members use this time to balance periods that require extensive and sustained work.

Most importantly, we offer the opportunity to work in an environment that acknowledges that our ultimate responsibility is to our clients and that we will provide every support to help meet that commitment. By accepting a position with us, you are committed to creating systemic change and accept the challenges that come with that goal.

What you will bring

Interested applicants should first ensure that they meet the following minimum requirements: At least 5 years of experience in nonprofit fundraising (7+ preferred), clear written and oral expression, and a 4-year degree. Skills and expertise required to be successful in this position include:

- Knowledge of systems and processes for nonprofit organizations, including operations, finance, reporting, and governance
- Ability to prioritize and organize a diverse workload, managing multiple responsibilities, and consistently meeting deadlines.
- Foundation grant proposals and reporting
- Individual donor outreach and stewardship
- Identifying and cultivating major donors
- Event planning and corporate outreach
- Familiarity with major issues in the field of criminal justice
- Superior oral and written communication skills
- High integrity and strong work ethic
- Precise work practice with attention to detail and accuracy
- 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
- Practicing self-care and resilience in the face of difficult work
- Creativity in responding to challenges and developing strategies
- Eagerness to work as part of a team of mission-driven individuals from diverse background

Position description

The *Director of Development* position is a full-time position based in either our Baltimore, MD or Jacksonville, FL office and reporting to the Director of Operations. The duties of this position fall under four main categories:

Securing Resources

- Oversee fundraising plans aimed at increasing organizational capacity and long-term sustainability
- Identify, cultivate and develop prospective donors with an emphasis on high-level sources of support
- Strengthen relationships with current partners and sponsors
- Engage in donor stewardship activities and data management
- Maintain an ongoing expertise of the philanthropic landscape
- Organize and collaborate fundraising events
- Submit funding requests that are timely and responsive to funder interests
- Meet all reporting requirements for received funding
- Meet annual metrics regarding contracts, submissions, and secured funding

Narrative Development

- Draft overviews and proposals for programming not already in place
- Contextualize ARC's work within individual cases, broader systems and institutions
- Convey ARC's work effectively through a combination of metrics and storytelling
- Select and hone messages for specific audiences, including small and large donors, foundations, corporations and other stakeholders

Planning

- In partnership with management, develop fundraising objectives and strategies that meet operational needs
- Lead development department, including direct supervision of development manager.
- Prepare for strategic growth
- Promote long term sustainability

Organizational Engagement

- Fully and enthusiastically participating in team meetings
- Play a supportive role in events, initiatives, and other tasks as requested by management
- Ensure that board of directors receive current, meaningful reporting on development progress and activities.

Application Process

Interested applicants that meet the minimum requirements described above should submit a cover letter, resume, and contact information for three references to Director of Operations, Erin Fiaschetti at info@advancechange.org. Because our office works directly with incarcerated individuals who are at high risk for COVID-19, full vaccination is required. Successful applications will convey the applicant's fit with the position as described and motivation in pursuing work in a nonprofit setting focused on justice issues.

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.