



JUSTICE AT LAST

Justice At Last is the only nonprofit law firm in the San Francisco Bay Area exclusively serving the legal needs of survivors of human trafficking, regardless of their age, sex, gender identity, abilities, and equity needs, nationality, or type of trafficking. Founded in 2015, our mission is to empower those who have been labor trafficked and commercially sexually exploited by providing access to free comprehensive legal services, advocacy, and specialized training to help transform survivors' lives.

Development Manager Overview

The Development Manager will help create and support a fundraising program that includes fundraising goals and targets for grant proposals, donation appeals, our annual fundraising event, and other campaigns to meet operational and sustainable funding needs. The Development Manager will assist in diversifying and increasing our funding streams to include more non-government through private foundations and alternative funding sources. This is an excellent growth-oriented opportunity to join a vibrant and respected San Francisco Bay Area nonprofit law firm as we increase staff, enhance programming, and strengthen partnerships. The Development Manager works with our leadership team, the Board of Directors and reports directly to the Executive Director.

Key Responsibilities and Top Priorities

Help Create Non-Governmental Fundraising Plan: Manage and support all private (or non-governmental) fundraising activities, with a focus on strengthening existing donor relationships and substantially increasing the number of corporate and individual supporters.

Individual Giving: Manage donor solicitations through direct mail, email appeals, and other methods to cultivate small gift donors; manage stewardship of individual donors including new donor welcome packets, timely thank you notes, and identification of engagement activities; expand monthly sustainer program; and track in-kind gifts.

Donor Management: Manage and maintain donor information and fundraising efforts on the Customer Relation Management (CRM) system, to reflect an accurate and comprehensive record of donor interactions; manage the online giving platform; create fundraising reports for the Management Team, Fundraising Committee and Board of Directors; maintain and manage a fundraising calendar.

Major Donor program: Support cultivation, solicitation, and stewardship of major donors by assisting the Executive Director and Fundraising Committee, including following up on information and requests, arranging periodic one-on-one meetings, recording donor interactions, and helping to identify engagement activities.

Grant Writing: Research and help prepare funding proposals and other funder communications, based on the funders' requirements, and monitor, track, and manage deadlines and status of proposals/applications on a grant calendar. Help prepare, write, edit, and ensure timely submission of applications and reports by working with program and administrative staff to collect necessary information.

Events: Support our fundraising (virtual and in-person) events including assisting with logistics and production tasks for events, helping create event communications, collateral, and tracking event RSVPs, and in coordination with the Executive Director and Fundraising Committee help identify and solicit event sponsors.

Institutional Funding: Work with the Executive Director and Board of Directors to manage foundation, government, and corporate partners; facilitate timely communication with program leadership. Research foundation and public opportunities that align with the organization's mission and impact with the funder's respective priorities. This includes monitoring local, state, federal, and private announcements to keep well informed of funding opportunities.



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Qualifications

- Three+ years of experience in grant writing and donor development.
- The ability to take initiative while remaining open to the ideas of others.
- Ability to work well independently and also the skills to support collaboration and teamwork.
- Experience building strong relationships with board members and ability to communicate fundraising goals and inspire board engagement.
- Attention to detail, and excellent organizational and time management skills.
- Negotiation and follow-up skills to close donations, sponsorships, and funding.
- Excellent writing, research, analytical skills, presentation, and communication (written and oral) skills.
- Experience with planned giving, *cy pres* awards, and fundraising in the legal arena are all pluses.
- An understanding and commitment to social and racial justice issues.
- Bachelor's Degree or equivalent, including trafficking lived experience.

If you find that you meet many of the qualifications in the job description, we encourage you to apply and explain in your cover letter why your experience would make you a good fit for the position. We recognize that organizations may miss out on strong applicants who screen themselves out of the process because they do not meet every qualification and that disproportionately impacts people from historically marginalized backgrounds. We know that our greatest strengths come from the people who make up our team and a welcoming, inclusive and culturally diverse staff allows us to best serve our community. We look forward to your application.

Benefits and Compensation

The Development Manager position is an at-will salaried, exempt, full-time position with benefits. Salary range is \$72,000 to \$80,000 annually depending on experience. Justice At Last offers a competitive benefits package to its full-time employees, including employee health, vision, dental, chiropractor, acupuncture, life insurance, an employee assistance program, paid holidays, vacation and sick time, and the option to enroll in a 403b retirement fund. This position is mostly remote, with requirements to meet at our satellite offices located throughout the Bay Area for various meetings. Mileage and parking costs are reimbursed. There will be times when the position will be required to work in the evenings, on weekends, and at outward-facing public events, and may be on call during office closures.

Justice At Last has a Vaccination Mandate Policy and proof of a COVID-19 vaccination or a reasonable medical or religious accommodation must be provided on hire.

To apply please email the following to opportunities@justiceatlast.org:

- Current resume
- Thoughtful cover letter outlining your interest in this position, how your qualifications align with the above requirements and our mission, and your salary requirements

We strongly encourage individuals from traditionally underrepresented communities to apply. Justice At Last is an Equal Opportunity Employer committed to diversity and encourages survivors of human trafficking to apply for all employment opportunities. Justice At Last does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal justice system, or any other basis prohibited by law.