



Vacancy: Safe Return Project Director of Development

The Safe Return Project (www.safereturnprj.org) is driven by individuals impacted by the criminal justice system and inequity. Since the program's inception, we have worked with residents impacted by criminalization to carry out critical participatory action research, data gathering and analysis, community organizing, and policy advocacy. Our goal is to identify strategies that respond to community needs, foster healing, and develop the capacity of formerly incarcerated residents to take the lead on issues that impact their lives and build their sense of agency.

Organizational Culture

At Safe Return we are building an intentional culture that centers healing, self-sufficiency, accountability and liberation. When we envision a "safe return" for those coming out of incarceration we see true public safety achieved in the form of multifaceted community-based best practices at the grassroots level. We are committed to creating spaces where all voices are heard and all people are embraced for their wholeness.

Position Summary:

We are excited to add a full-time Director of Development to our Safe Return family. The Director of Development is responsible for overseeing the resource development, public relations, and marketing programs of SRP. A member of the organization's senior management team, the Director will report directly to and work in partnership with the Executive Director to spearhead development efforts as SRP continues to grow. A new position in the organization, the Director will have the responsibility to build out SRP's development program, help set organizational goals, ensure compliance with grant deliverables, work closely with our Executive Director to cultivate individual donor and grant prospects, research new funding opportunities and create strategies to pursue them, create/manage processes and systems to track all fundraising efforts, increase organizational visibility, and lead external messaging. The Director will also be responsible for managing budgetary, financial, and administrative matters for SRP, under the supervision of the Executive Director.

This is an exciting opportunity to become an integrated member of a team of people who have been directly impacted by incarceration. This position will help to leverage the organization's thought leadership on formerly incarcerated people as leaders and healers, deep democracy advocates, and drivers of the solution for real systems reform. In alignment with this, the Director will also be expected to lead and facilitate training in fundraising for staff and SRP constituents.

Compensation + Benefits

- An average of 25 hours/week at \$40-50/hour commensurate with the candidate's experience and skills. Benefits include comprehensive health (medical, dental, and vision), and paid holiday, vacation, sick and family leave.

Duties and Responsibilities:

- Overseeing and implementing all of SRP's fundraising activities
- Development and implementation of a comprehensive fundraising plan that emphasizes and leverages diverse funding resources
- Researching, contacting, maintaining relationships with, meeting with, and soliciting donations from donors and potential donors
- Develop and maintain fundraising administrative tools including: donor database records, prospect profiles, solicitation and reporting calendars, and spreadsheets for tracking income and progress towards goals
- Maintain up-to-date knowledge of all Safe Return programs and projects
- Develop materials and communications for funders and donors such as concept papers, program overviews, online fundraising campaigns, and collateral materials
- Help to plan and implement fundraising events with appropriate staff
- Collaborate with SRP staff to prepare and submit reports required by funders
- Compose compelling and persuasive grant proposals and associated budgets
- Collaborate with the Executive Director and other senior staff to create annual and long term budgets
- Maintaining oversight over all fundraising activities including major giving, grants, special events, direct mail appeals, digital giving opportunities, and corporate fundraising
- Ensure the timely payments of grant payments and contract invoices
- Support the Executive Director in her role as the public representative of the organization by providing appropriate prep/advance work, attending funder and donor meetings, as needed
- Prepare monthly, quarterly, and annual development reports

Desired Skills:

- Prepare monthly, quarterly, and annual development reports
- Commitment to Safe Return's mission and goals.
- Highly independent, self-directed, and capable of managing projects.
- Can work collaboratively with staff members, stakeholders, and donors.
- Strong self-awareness, with cultural competency for a diverse range of cultures, communities, and lived experiences.
- Excellent verbal and written communication skills —ability to know your audience and craft compelling stories.
- Can manage a grant application from concept to submission.
- Able to manage multiple grant applications, reports, deadlines, and other responsibilities of varying complexity and importance at any given time.
- Familiar with creating, revising, and tracking different grant budgets such as project-based or multi-year.
- Ability to work on multiple projects and maintain effective communication and quality control.
- Strong ability to plan, schedule, and direct the work of self and others.
Advanced understanding and proficiency using: Microsoft Office and Google Suite.

Preferred Experience:

- Ability to work on multiple projects and maintain effective communication and quality control.
- At least 3 years of experience of grant writing for a mission-driven nonprofit or social justice organization.
- Experience in developing and executing fundraising and/or communications strategies and measuring results.

- Experience in researching, cultivation, and stewardship of individual donors
- Experience in researching and prioritizing funding opportunities.
- Knowledge and lived experience of criminalization and impacts of incarceration

How to Apply:

Send your cover letter, resume, and writing sample to developmentdirector@safereturnpri.org with the **subject line “Safe Return Director of Development”**. In your cover letter, please address the following questions:

- Why is this job of interest to you?
- What is your experience with the criminal justice system?
- What does social justice and racial justice mean to you?

Applications will be accepted on a rolling basis until the position is filled. The anticipated start date for this role is April 1, 2021.