

## **Director of Development**

National Justice for Our Neighbors (NJFON) is excited to present a distinct opportunity for the right development professional to raise up the sustainability and growth potential of two organizations, with a hand in elevating an entire network of nonprofits working to support immigrant, asylum-seeker, and refugee families. This senior-level position will balance the fundraising needs of the national office with specific fundraising responsibilities for the Greater Washington JFON site - Just Neighbors ([www.justneighbors.org](http://www.justneighbors.org)). Each organization has modest funding programs with great potential to expand. Beyond the annual revenue needs of each, the right candidate will be positioned to help mold each organization for the future and their place in that future. The candidate will be supported by the executive directors at the national and site level, as well as other members and consultants of the development team.

At NJFON, the Director of Development (DD) will work alongside our Network Fundraising Advisor, who assists the 18 JFON sites with their own fundraising efforts. However, it is the DD who will be responsible for NJFON fundraising planning and activities including cultivating individual donors, leading targeted fundraising campaigns, establishing and raising funds for an endowment, and grants management.

At Just Neighbors, the Greater Washington JFON site, the DD2 will supervise the Development Associate. They will also have some additional administration support as well as help from the rest of the senior team who have led the fundraising activities to this point. The DD2 will develop an expanded grants portfolio and grow the individual donor community as the site expands into Maryland and the District, as well as rural Virginia.

NJFON supports a network of sites across the United States that provide immigration legal services to immigrants, engage in advocacy for immigrants' rights, and offer education to communities of faith and the public. NJFON ensures that JFON sites effectively carry out their mission through high-quality legal services, strong governance, and excellence in leadership. NJFON is an independent 501(c)(3) nonprofit organization affiliated with the United Methodist Church. We are seeking candidates who are skilled in fundraising, highly adaptable, and passionate for the rights and dignity of immigrants.

### **DD Responsibilities:**

- Help craft then lead the implementation of a NJFON three-year fundraising strategy including annual goals.
- Build upon existing foundation prospect research, outreach, proposal submission, reporting and ongoing relationship-building.

- Develop relationships with prospective individual, corporate, and organizational funders.
- Establish the groundwork for the organization's first endowment
- Lead our bi-annual appeal campaign.
- Create and manage as needed special funding campaigns.
- Prepare fundraising case statements targeting various audiences.
- Track funding opportunities and report on the status of achieving funding goals.
- Ensure good data management for all fundraising activities and relationships.

DD2 responsibilities:

- Manage the Development Associate.
- Provide oversight and quality control for annual campaigns and fundraising events.
- Create and direct Just Neighbors' annual goal setting and fundraising strategy.
- Grow the major donor program.
- Develop and implement a plan to build a \$3MM endowment over the next five years.
- Prepare fundraising case statements targeting various audiences.
- Seek and apply for new grant opportunities (*ongoing grant management will be handled by the Operations Director*).

The ideal candidate will:

- Have familiarity with the nonprofit sector, particularly with immigration and social justice issues
- Have a knowledge of fundraising concepts and strategies for securing individual gifts and foundation grants
- Have experience with large donor development
- Possess strong communications skills (verbal and written)
- Be a team player with comfortability working alongside a small, committed staff
- Be passionate about providing justice for the immigrant community

We anticipate an even 50/50 split of the candidate's time between the two positions. We will work together to set reasonable, attainable goals for each piece of this position, and they will report directly to each Executive Director respectively.

The position will be remote during the pandemic but once staff return to work it will be based at the NJFON and Just Neighbors joint office in Annandale, Virginia. NJFON offers a competitive salary and compensation package including health benefits, pension, and generous vacation and holiday leave.

NJFON is committed to creating a safe, welcoming, and diverse environment and is proud to be an equal opportunity employer. We value being an inclusive place of work. All qualified applicants will receive consideration for employment regardless of race, ethnicity, gender identity or expressions, sexual orientation, national origin, disability, or age.

To apply, email your resume and a cover letter to Rob Rutland-Brown, Executive Director, NJFON, at [rob@njfon.org](mailto:rob@njfon.org). Applications will be accepted until position is filled.