

## **Development and Communications Manager**

Job Type: Full-Time

### **Job Short Description:**

The Community Development Project at the Urban Justice Center (CDP) seeks a Development and Communications Manager.

The role of the Development and Communications Manager is to actively coordinate and manage fundraising and communication efforts, with a focus on foundations and individual giving. This fundraising professional will work closely with the Executive Director to identify, solicit, and steward gifts in support of CDP's mission and publicize news and updates about our new independent organization to various audiences. The ideal candidate will be a highly organized, self-motivated individual with experience in fundraising and a clear and demonstrated passion for social, racial and economic justice.

The Community Development Project provides legal, participatory research and policy support to strengthen the work of grassroots and community-based groups in New York City to dismantle racial, economic and social oppression. We collaborate with community organizations to win legal cases, publish community-driven research reports, assist with the formation of new organizations and cooperatives and provide technical and transactional assistance in support of their work towards social justice.

### **Qualifications:**

- B.A and 5+ years nonprofit experience (at least 4 years fundraising experience required, preferably some communication experience as well)
- Exceptionally organized and detail-oriented with strong time-management skills and ability to effectively manage multiple projects
- Outstanding and enthusiastic relationship builder
- Ability to work efficiently in a deadline-driven environment
- Strong computer skills and experience with fundraising databases; experience with managing social media campaigns a plus
- Excellent writing skills; grant and/or annual report writing experience preferred
- Passionate about grassroots efforts working towards social justice
- Familiarity with philanthropic landscape in NYC
- Ability to work both independently and collaboratively

### **Responsibilities:**

#### **Fundraising (75%)**

- Oversee and serve as the leader for CDP's fundraising, in collaboration with the Executive Director
- Develop and maintain a master development and communications calendar with deadlines for proposals, reports, events, appeals and other major development initiatives
- Implement a plan for growing CDP's foundation grant income
- Coordinate and help draft grant proposals and prepare and submit timely reports to foundations
- Collaborate with community partners for collaborative grant-writing and fundraising
- Work with other resource management staff to manage, maintain and grow a diversified funding base, particularly institutional funding
- Train and support board members and volunteers to secure, renew, and increase gifts

**Communications (25%)**

- Develop and manage social media plan and website updates
- Primary liaison with press or communications consultants
- Coordinate regular e-blasts and partner newsletters
- Manage Annual Report/Overview development

**Benefits/Compensation:**

A salary competitive in the NYC legal services community and excellent benefits package is available, including generous vacation, personal, and sick time, along with strong medical and dental coverage. This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2320.

*The Community Development Project is an equal opportunity employer. CDP encourages applications from people with diverse backgrounds, including women, people of color, immigrants, people with disabilities, LGBTQ people, people from low-income backgrounds, and people with personal experience with the criminal justice system. We strongly encourage applications from people with lived experiences in the communities we serve. To learn more about CDP, visit [cdp.urbanjustice.org](http://cdp.urbanjustice.org).*

**How to Apply:**

Interested applicants should send a resume and cover letter by email to [cdpjobs@urbanjustice.org](mailto:cdpjobs@urbanjustice.org), Attn: Elizabeth Clay Roy. Please include "Development and Communications Manager" in the subject line. Applications should be submitted on a rolling basis until we fill the position.