



411 N. Central Avenue, Suite 600
C/O ASU, Mail Code 4420
Phoenix, AZ 85004
info@azjusticeproject.org

The Arizona Justice Project (“AJP”), a nonprofit organization, is dedicated to seeking justice for the innocent and correcting cases of manifest injustice in Arizona. Founded in 1998, the AJP was the fifth innocence-oriented organization to form in the United States. With a mission to seek justice for the marginalized and forgotten, the AJP provides *pro bono* legal representation to indigent individuals who have been wrongfully convicted in Arizona.

In eighteen years of operation, the AJP has secured the release of 19 individuals in Arizona who were wrongly convicted or suffered a manifest injustice. There is an ongoing need for the legal services the AJP provides to individuals who would otherwise remain in prison unjustly. The AJP seeks to educate the community on causes of wrongful convictions, how wrongful convictions affects the individual incarcerated as well as the community at large, and works to strengthen the system to prevent such injustices from continuing to occur.

Title: Development and Communications Director
Position Type: Full-Time or Part-Time, Salaried Contract Employee
Contract Length: 18 Months, Renewable depending upon funding
Salary: \$50,000+ (based on experience)
Benefits: Health Insurance, PTO, and Holiday Pay

Objectives for the Development and Communications Director

The Development and Communications Director will be responsible for the direction, coordination and implementation of the Arizona Justice Project’s fundraising operations. This position will work closely with the AJP’s Executive Director (“ED”) to increase the AJP’s visibility to external constituents in order to increase its capacity to raise money, expand its funding base, reach new constituencies, identify and engage additional partners in the community. This position will also help strengthen and expand the AJP’s communications and visibility in the community with a goal to develop further leadership and awareness of the AJP’s work. This position will be part-time or full-time, depending on applicants’ experience.

Duties and Responsibilities

Develops and Manages the Organization’s Fundraising Efforts

- In coordination with the ED, Board of Directors, and Development Committee create sophisticated fundraising strategies, identify new donor prospects, and create strategies for solicitation and engagement
- Manage and help implement the multifaceted fundraising strategy with a goal to develop the AJP’s portfolio of donors to enhance the AJP’s sustainability
- Develop new initiatives to enhance fundraising capacities, such as private small group gatherings hosted by Board members; AJP Alumni Gathering and Giving Evenings
- Identify private foundation giving opportunities and make appropriate contact
- Assist in writing corporate and private foundation proposals

- Develop new initiatives to further engage Millennials in the work of the AJP
- Coordinate the planning of fundraising and awareness events
- Work with ED and Operations Manager in the coordination and planning of the AJP's 20 year anniversary

Enhance Communications and Outreach

- Strengthen communications with AJP supporters including AJP alumni, community partners, newsletter subscribers, and social media followers
- Work with FabCom on developing and enhancing the content and messaging of the AJP's work to more effectively resonate with the public in a variety of mediums
- Assist ED with ongoing communications with media outlets
- Increase outreach and donations around the Arizona Tax Credit, Arizona Gives Day, and Giving Tuesday, and other fundraising opportunities
- Assist Operations Manager and ED with donor management tracking system and process of thanking donors

Minimum Qualifications

- At least 3 years of non-profit fundraising and development
- Experience with database management systems (Donorsnap preferred)
- Experience in conducting community outreach
- Communication Skills / Engaging Partners: Demonstrated experience with public speaking, oral presentations, and ability to influence and engage people and build long-term relationships
- A passion and enthusiasm for the AJP's work
- An understanding and ability to articulate the mission, legal work, accomplishments, and goals of the AJP
- Ability to work independently without close oversight, but also a team player who is able to work collaboratively with others
- Strong leadership abilities, time management, and ability to set and meet deadlines
- The intelligence, maturity and sound judgment necessary for interacting with donors, volunteers, community leaders and others from a wide variety of backgrounds

Deadline: February 20, 2017

How to Apply

Please send a Cover Letter, CV, and three work-related references to info@azjusticeproject.org, describing your interest in this position and the ways in which you satisfy the qualifications specified above. Include **“Development and Communications Director Application”** in the subject line of your email. Applicants selected for an interview will be contacted once the application deadline has passed.

To learn more about the Arizona Justice Project, please visit: www.azjusticeproject.org.

The Arizona Justice Project is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identify or expression, age, national origin, marital status, citizenship, disability and veteran status.