

Justice Ventures International

Job Description – Director of Development

Job Purpose

The Director of Development is responsible for working with the President and the Development Committee in designing and implementing Justice Ventures International's (JVI) fundraising strategy. JVI focuses on fighting human trafficking and other extreme forms of injustice in the Global South with a current focus on India, China and Nepal. For more information about JVI see www.justiceventures.org.

Primary Duties and Responsibilities

Position

Reporting to and working in close partnership with the President/CEO, the Director of Development (Director) will spearhead JVI's fundraising efforts. The Director will play a vital role in building JVI's development function to ensure significant funding growth over the next five years leading to a corresponding deeper program impact.

Responsibilities

- Develop and execute JVI's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Manage the implementation of Salesforce or other donor software and oversee staff responsible for data entry and gift processing
- Develop and maintain ongoing relationships with major donors through:
 - Acknowledgement/thanks
 - Appeal letters
 - Recurrent grant writing
 - Reporting to foundations
 - Meeting and developing relationships with donors
 - Arranging meetings between donors and the President/CEO
- Create and execute a strategy for building/maintaining a large sustained base of individual donors
- Oversee organization of special events
- Develop and track proposals and reports for foundation and corporate fundraising

Skills and Experience

- Bachelor's Degree in relevant field (required), Master's Degree (preferred)
- Minimum of four years' experience in fundraising

- Experience working in a cross-cultural or developing world setting (preferred)
- Demonstrated diplomacy in professional settings
- Ability to work as a team member with others from other disciplines
- Ability to communicate, coordinate, and build relationships with volunteers, investors/donors, and partner organizations

Critical Qualities

- Mature orthodox Christian faith
- Proven ability to solve problems
- Ability to develop a genuine passion for JVI and its clients
- A winsome and personable team player
- Professional demeanor
- Superior written and verbal communications skills

Travel Requirements

- Periodic travel within the USA, limited international travel

Organizational Information

- Position to be based in the USA (Washington DC Metro Area Preferred)

Other

- Competitive salary within industry
- Full-time position (preferred). Open to part-time arrangement (min 25 hours per week) for right candidate.

To apply, please send a cover letter and resume to info@justiceventures.org