



## INTERNATIONAL JUSTICE RESOURCE CENTER

### **Development & Communications Manager Position Announcement**

#### **About IJRC**

The International Justice Resource Center (IJRC) is a human rights organization working to improve justice and accountability for rights violations by making international legal protections more accessible to advocates and victims around the world. We are continually building a unique Online Resource Hub of educational materials and practical guides, which is used by people in more than 190 countries around the world. We have trained more than 250 lawyers and activists in international human rights law and advocacy, and have provided guidance and assistance in individual cases involving a broad range of rights. IJRC also contributes reports and analysis to advance the progressive interpretation of human rights law and to help ensure the transparent and independent functioning of human rights oversight bodies. Here at home, our efforts are focused on strengthening the human rights advocacy community, including through spearheading or supporting advocacy initiatives and organizing awareness-raising events.

IJRC is committed to ensuring equal opportunity for all employees and applicants and to maintaining a workplace environment free from discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. We strongly encourage applications from members of underrepresented and minority groups, and are committed to maintaining a diverse staff.

IJRC is a non-profit organization recognized as a tax-exempt 501(c)(3) public charity. IJRC has ECOSOC special consultative status.

#### **Position Description**

We are excited to announce this new position, which represents an important milestone in IJRC's growth and an opportunity to play an integral role in expanding IJRC's reach and impact. The Development & Communications Manager will be primarily responsible for shepherding IJRC's fundraising efforts, most critically by identifying and supporting the pursuit of new fundraising opportunities and leading the creation and dissemination of communications with donors, supporters, and other audiences. Because IJRC is a small and growing non-profit organization, our key priority is building and maintaining relationships with individual donors and grantmaking foundations.

The Development & Communications Manager will work closely with IJRC's Executive Director, and will also be supported partly by IJRC's staff attorneys and accountant. As IJRC grows, the Development & Communications Manager will be involved in determining what additional staff support or new hires to prioritize, including in fundraising and communications.

## **Responsibilities**

The Development & Communications Manager's responsibilities will include:

- Setting goals for individual donor support and implementing solicitation plans
- Creating and executing a strategy for IJRC's growing base of annual individual donors
- Liaising with foundations and funding organizations and presenting IJRC's case for support
- Meeting with current and prospective individual donors
- Assisting in the development of LOIs and proposals, including budget component
- Managing the fundraising calendar
- Identifying and researching new fundraising opportunities
- Managing the annual giving campaign
- Ensuring and tracking timely donor acknowledgments and thank you notes
- Supporting small, informal "friendraising" events hosted by IJRC donors
- Reviewing, updating, and managing the implementation of IJRC's communications plan
- Overseeing the creation and dissemination or placement of strategic communications for a range of audiences, including:
  - Monthly newsletter
  - Annual report
  - Donor emails and appeals
  - IJRC brochure
- Identifying new opportunities for elevating IJRC's message, including speaking opportunities and opinion pieces
- Provide written and oral reports to the Executive Director and Board of Directors

## **Experience Required**

- No specific educational background required
- At least two years of relevant experience in non-profit management, or in development and communications in the nonprofit sector
- Specific experience in non-profit fundraising, preferably in the Bay Area, including in the areas of:
  - individual giving
  - grants
  - human rights, social justice, civil rights, or immigration

## **Required Skills and Qualifications**

- Very high level of attention to detail, including accuracy
- Knowledge of fundraising best practices
- Excellent written and oral communication
- Strong interpersonal skills
- Exceptional organizational and time management skills
- Demonstrated ability to work independently and meet deadlines
- Cultural sensitivity
- Commitment to human rights

## **Bonus Qualifications**

If you have any of these additional skills or areas of experience, please do let us know in your application:

- Experience interacting with small and family foundations
- Graphic design skills

- Experience in WordPress
- Experience with MailChimp
- Familiarity with Bloomerang
- Strong knowledge of the Bay Area
- Human rights background
- Event planning experience

**Compensation & Benefits**

This is a full-time exempt position, which reports to the Executive Director. The starting base salary will be commensurate with experience, plus medical (90% employer contribution), dental and vision (100% employer contribution) coverage, and generous paid vacation, sick leave, and holiday policy.

**How to Apply**

Please send a cover letter, resume, work sample (for example, an LOI, donor appeal, article, blog post, or brochure), and a list of three references with the subject line “Development & Communications Manager Application” to [ijrc@ijrcenter.org](mailto:ijrc@ijrcenter.org). Applications will be reviewed on a rolling basis and accepted until the position is filled. Please note, IJRC prefers to fill this opening immediately.

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