



**Position Description
Development & Outreach Director
July 2010**

The Center for Justice & Accountability (CJA) is an international human rights organization dedicated to deterring torture and other severe human rights abuses around the world and advancing the rights of survivors to seek truth, justice and redress. CJA uses litigation to hold perpetrators individually accountable for human rights abuses, develop human rights law, and advance the rule of law in countries transitioning from periods of abuse.

Overview

Reporting to the Executive Director, the Development & Outreach Director (DOD) leads CJA's development and outreach program from design to implementation. This position works closely with the Executive Director, CJA's management team and Board of Directors to secure operational funds of approximately \$1.5 million in the current fiscal year. The DOD oversees all foundation grants, law firm donations, publications, events, and individual donor programs.

Primary Responsibilities

- Work with the Executive Director to develop, articulate and implement CJA's development strategy consistent with the strategic plan. The strategy includes goals and activities for fundraising, outreach and public relations.
- Oversee the following development functions: foundations, major donor program, individual, corporate and law firm giving, publications and events.
- Support the Executive Director in developing and implementing major giving strategies.
- Oversee the development of marketing materials to ensure consistency with CJA's mission and program.
- Oversee the production of relevant content for the CJA website, social media and electronic communications to CJA supporters and other social media opportunities.
- Work with the Board of Directors to integrate fundraising as a key responsibility for all members. Provide training, support and materials for Board members to facilitate their role in the development process. Provide support to the Board Development Committee and the Event Committee.
- Develop and manage the annual development calendar.

Professional Qualifications

- Experience and proven track record of success in nonprofit development work, with proven results in major partnership development, donor cultivation, grant writing, annual appeals and special events.
- Excellent verbal and written communication, analytic, organizational and planning skills.
- Thrives as part of a team with diverse experience, expertise, skills and objectives.
- Strength in multi-tasking, goal-setting and workload prioritization.
- Bachelor's degree in related field or equivalent experience and an ongoing commitment to professional development.
- Commitment to international human rights.
- Ability and willingness to travel occasionally in the U.S. and internationally.
- Sense of humor.

How to Apply

To apply, please submit a cover letter, resume and three professional references by e-mail to jobs@cja.org. Please put "Attn: DOD Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. Salary is commensurate with experience.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply.

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