



# Director of Development

January 2023

CLASSIFICATION: Exempt, Salary

REPORTS TO: Executive Director & Associate Director

FULL TIME/PART TIME: Full Time

LOCATION: Tucson, Arizona

Step Up to Justice (SU2J) is a full-service free civil legal center for low-income individuals and families in Pima County, powered by the talents of volunteer attorneys and the efficient use of technology and funding. A public service by private citizens, SU2J harnesses the energy of volunteer attorneys to assist members of the community who need but cannot afford legal services. Using technology and innovation, SU2J brings civil legal services to clients where and when they need them. SU2J reaches clients, recruits volunteers, builds partnerships, and provides free civil legal services efficiently and at a low cost.

## OVERVIEW

The Director of Development works as part of the Step Up to Justice Senior Leadership Team. The Director is responsible for meeting SU2J's fundraising revenue goals and communicating its work and values to donors and the public.

## ESSENTIAL DUTIES

### Donor Solicitation & Stewardship Activities (40%)

- Manage donor portfolios:
  - Develop and manage a portfolio of mid- to high-range major donors (MDs)
    - Establish an individual relationship with each MD, to express recognition and appreciation for their contributions
    - Design and implement communications and stewardship tools to recruit new donors and support specific MD groups
    - Make targeted asks to fund special initiatives or projects
  - Develop and manage a portfolio of Legacy Donors
    - Facilitate a Legacy Society to recognize and honor existing legacy donors
    - Identify and develop new legacy commitments from SU2J's existing donor pool

- Create solicitation materials and live presentations to promote Legacy Society giving in broader community
- Provide excellent stewardship to all donors; reply promptly to donor inquiries or requests
- Facilitate nontraditional gifts (IRA contributions, in-kind support, stock transfers, etc.) when applicable
- Periodically review and update SU2J's Gift Policy (on SU2J website) for accuracy, transparency, and compliance.

### **Planning & Development (30%)**

- Collaborate with SU2J's entire Leadership Team to create and implement an Annual Development plan, including:
  - Annual development budgets (income and expenses) for event and non-event fundraising activities
  - Annual income and expense projections, including targeted funding needs for special initiatives or projects
  - Goals for each donor area (Annual Giving, Major Gifts, Foundations, Businesses & Institutions), including strategies to attain these goals
  - Identify grant opportunities and coordinate submissions
  - Monitor, track, and report progress on development goals
  - Prepare semi-annual impact reports for SU2J Leadership Team, donors, and the community

### **Organizational Leadership (20%)**

- Lead philanthropy workgroup: meetings, strategies, projects, problem-solving, and communications, to achieve SU2J's philanthropic goals
- Serve on SU2J's Leadership Team of Directors and Managers
- Attend Board of Directors meetings and retreats (approximately 8 times per year)

### **External Public Communications (10%)**

In collaboration with SU2J Leadership Team

- Communicate effectively with donors, SU2J stakeholders, and external community across all platforms
- Create messaging guidelines that accurately reflect SU2J's values, achievements, and aspirations
- Represent SU2J at events and meetings as both public representative and presenter, including live and virtual engagements, media interviews, promotional videos, etc.

### **WORKING CONDITIONS**

- Most work will be on site at the Step Up to Justice office.
- SU2J will provide a laptop computer; this position requires prolonged periods of computer use / screen time.
- Valid driver's license, proof of insurance, and reliable access to an automobile - or other reliable transportation - for attending events and transporting materials throughout town are required.

*The intent of this job description is to provide a representative summary of the essential duties performed by this position. Employees may be asked to perform job-related tasks other than those specifically presented in their job description. Step Up to Justice reserves the right to revise this job description at any time.*

## **REQUIRED QUALIFICATIONS**

- Deeply held passion for and commitment to the mission of Step Up to Justice
- Bachelor's degree
- 3-5 years of experience in nonprofit fund development
- Demonstrable experience leading a collaborative team that successfully accomplishes goals
- Adaptive, goals-oriented outlook; ability to improve on existing processes to achieve results more accurately and efficiently
- High degree of integrity and ability to respect confidentiality of donor records
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office programs
- Patience and strong customer service skills
- Impeccable attention to detail
- Ability to pass an annual background check with no felony convictions connected to theft or embezzlement or any conviction related to child abuse or misconduct
- Ability to receive Fingerprint Clearance Card

*Step Up to Justice requests that all employees receive the COVID-19 vaccine except in the following cases: 1) A medical exemption under the Americans with Disabilities Act or 2) A sincerely held religious belief protected under Title VII of the Civil Rights Act.*

## **DESIRED QUALIFICATIONS**

- *CFRE certification preferred*
- *Experience using social media management platforms*
- *Experience with mass email systems such as Mailchimp*
- *Experience with graphic design programs such as Photoshop or Canva*

## **Compensation and Benefits:**

The Development Director is a salaried position. The range of compensation for this position has been set at \$55,000 - \$65,000. Salary will be dependent upon experience. The benefits package includes health insurance, health leave, annual leave, personal days and the opportunity to participate in a 401(3)(b) plan.

## **Applications:**

Applicants are encouraged to apply before November 28, 2022. Applications will be reviewed on a rolling basis and interviews will be scheduled accordingly. The anticipated start date for the successful candidate is January 3, 2023. Please send cover letter, resume, and references, to: Michele Mirto, Executive Director at [mmirto@stepuptojustice.org](mailto:mmirto@stepuptojustice.org).

***Step Up to Justice is committed to inclusion, diversity, equity, and access. We are proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote employees regardless of race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We value lived experience and encourage applications from individuals with lived experiences of housing or food insecurity.***