



**COMMUNITIES FOR
RESTORATIVE JUSTICE**
RESPECT • RESPONSIBILITY • A PATH FORWARD

Communities for Restorative Justice Seeks a New Director of Development

Communities for Restorative Justice (C4RJ) seeks qualified candidates to build a robust fundraising program and play a key role in helping this leader in the restorative justice field to realize its full potential. The Director of Development will step into a nonprofit with exciting opportunities to significantly broaden its scope and scale. Drawing on the organization’s strong reputation, its compelling mission, and a high potential donor base, the Director of Development will collaborate with and support the Executive Director, the Board of Directors, and other colleagues to achieve C4RJ’s growth-oriented philanthropic goals. The successful candidate will be a mission-driven, entrepreneurial, high-energy development, self-directed professional with strong relationship-building skills and a track record of success in leading growth in a fundraising program.

About Communities for Restorative Justice

C4RJ is a nonprofit based in downtown Boston that has grown steadily over the last 23 years, both geographically and in the complexity of its cases, and has emerged as a leader in the restorative justice field. In partnership with 29 police departments and 3 District Attorney offices across Massachusetts, C4RJ facilitates a process that rebuilds communities in the wake of crime and offers a path forward to all those affected—the victim, the responsible party, their families, and their communities. The core of C4RJ’s work is a personal, powerful, and effective circle process that gives voice to those who have been affected by a crime and helps individuals understand the harm they’ve caused and holds people accountable. Restorative Justice’s core values of respect and accountability make it a sought-after complement to the criminal justice system.

C4RJ’s work is powered by a mission-driven team of three full-time and four part-time staff members, along with approximately 150 highly trained volunteers who facilitate the circle processes in communities across Massachusetts. Their new Restorative Justice Fellowship Program engages returning

citizens who have transformed their own lives through restorative justice while incarcerated. The organizational culture is one of collaboration and respect, and C4RJ is committed to promoting diversity, equity, and inclusion in the workplace and in all facets of its work.

The organization is financially sound, with a well-managed budget of \$650,000. Its revenues come through a fairly even mix of donor contributions, grant funding, police dues, and state funding. C4RJ is governed by an engaged 14-member board of directors who contribute their strategic relationships, as well as expertise in criminal justice, legal, education, business, and financial management.

The Opportunity

C4RJ's new Director of Development will step into the role at an exciting time. The Board of Directors is in the process of developing a five-year plan that sets a strategic path for growth to meet the changing needs of Massachusetts communities and leverage opportunities in the criminal justice system. The Director of Development will join C4RJ's leadership team in not only ensuring that funding is secured to fully support the plan, but also as a thought partner on the broader organizational and strategic issues. C4RJ is fortunate to have a broad network of high-capacity, social justice-minded volunteers and donors, and there is great potential for significantly increasing donor contributions through carefully planned stewardship and cultivation activities.

Position Duties and Responsibilities

The Director of Development will be responsible for co-creating and executing a comprehensive fundraising strategy. They will be tasked with overseeing and executing all aspects of a comprehensive fundraising program including the annual appeal cycle, donor stewardship and communication, events, corporate and foundation fundraising, individual donor cultivation, and data management. The Director of Development will also make recommendations on and, if appropriate, create a roster of new giving opportunities, such as small volunteer-hosted events and planned giving marketing.

The Director of Development position is based on a 32-hour work week, but the expectation is on meeting goals. They will report to the Executive Director, and manage the Development and Communications Associate, who supports all back-of-house fundraising functions.

Specific Responsibilities include:

- Work closely with the Executive Director and Board and Staff members to plan, organize, and direct C4RJ's philanthropic initiatives, including individual donor outreach; annual appeals and solicitations; events; foundation and corporate fundraising, and regular reporting of progress to goals.
- Build and maintain a portfolio of individual and institutional donors.
 - a. Proactively support the management of donors whose primary relationship is with the Executive Director or members of the Board.
 - b. Identify and apply to foundation opportunities, maintain a grant calendar, and produce required grant reports.
- Lead as the staff liaison to the C4RJ Board Development Committee.
- Evaluate the efficacy of and possibly implement a leadership giving program and a planned giving marketing program.

- Manage the Development and Communications Associate and oversee the logistics of development operations including data management and gift processing and acknowledgment.
- Develop and attain annual financial and productivity metrics including but not limited to better segmenting and assessment of giving patterns and campaign effectiveness.
- Manage a strategic communications consultant and related project, and manage any other consultants that C4RJ engages for development and communications.
- Perform other work-related duties as needed by the Executive Director, given that all members of a small staff sometimes need to lend a hand.

As the new Director of Development takes the reins, key priorities will be to:

- Develop and execute a strategic fund development plan – areas of giving, what to ask for, goals and strategies to increase fundraising and engagement – and 12-month fundraising calendar.
- Develop the donor base:
 - Analyze the current donor list to identify high-potential donors.
 - Cultivate relationships with high-potential donors to encourage them to increase giving; strategically engage the Executive Director and Board in this work.
- Build out communication tools to enhance cultivation of new donors and stewardship of current.
- Publicize donor levels and further refine the recognition structure.
- Write and manage grants; identify and pursue new grant opportunities.
- Develop the board’s capacity to support C4RJ’s fundraising efforts.

Credentials/Profile of the Ideal Candidate

A Seasoned Fund Development Manager

- A track record in leading growth in a fundraising program
- Success working one-on-one with donors at a leadership or major gift level, and in expanding a donor base
- Able to rally support from board members and provide opportunities for the Executive Director to effectively cultivate and steward individual and foundation donors
- Demonstrated success working with organizational funders and writing grant applications and reports

A Strategic and Entrepreneurial Leader

- A self-starter with an entrepreneurial mindset who can work in a lean and innovative environment, take initiative, and follow through on implementation
- A strategic thinker who can look at all the priorities and get up to speed quickly
- Ability to prioritize, schedule, and meet deadlines before they are due
- Organized and detail-oriented; able to put structure and systems in place

An Effective Communicator with Strong Social Skills

- Personable, with proven ability to build, nurture, and sustain internal and external relationships
- Listens well, with strong oral and written skills
- Demonstrates integrity and leads by example
- Shows humility and is curious and accessible

- Ability to work with a very wide range of people/demonstrates respect for people of all backgrounds
- Strong interpersonal skills, a collaborative working style, and an entrepreneurial mindset, including a willingness to take risks and advocate for unconventional ideas

Passion For Restorative Justice and Storytelling

- Either a background in restorative justice or eagerness to learn about it
- The ability to share C4RJ's mission in a clear and powerful manner
- Holds C4RJ values and understands institutional oppression and white privilege

Required Credentials

- Bachelor's degree required
- Minimum of 4-6 years in a strategic leadership and fundraising role

Salary and Benefits

The salary range set for this 32 hours/week position is \$85,000-\$95,000. C4RJ offers a retirement plan with an organization match and also provides generous paid vacation and holiday time off.

C4RJ staff has recently returned to a hybrid in-person environment. The Development Director should expect to be in the Boston office on Tuesdays and Wednesdays.

Application Guidelines

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of C4RJ. Applications will be accepted until the position is filled.

Send required documents to: <https://eostransitions.applicantpool.com/jobs/>

This executive search is being conducted by Eos Transition Partners consultant Catherine Bradshaw. All submissions will be acknowledged and are confidential, and any questions must be submitted to Ms. Bradshaw at: cbradshaw@eostransitions.com.

C4RJ is an Equal Employment Opportunity and Affirmative Action Employer and will engage in an inclusive recruiting and hiring process. It considers all applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by state or federal law.

