



## **EQUAL JUSTICE UNDER LAW**

400 Seventh Street NW, Suite 602

Washington, D.C. 20004

[www.equaljusticeunderlaw.org](http://www.equaljusticeunderlaw.org)

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### **Position Announcement: Director of Development and Communications**

#### **Organization Summary**

Equal Justice Under Law is an innovative and progressive non-profit organization in Washington, D.C., seeking systemic change through litigation across the country. Our mission is to end wealth-based inequality in the criminal justice system; we combine impact litigation with outreach and communications in pursuit of this goal. For a sampling of our current cases and recent successes, see our website: <http://equaljusticeunderlaw.org/cases/>.

#### **Position Summary**

Equal Justice Under Law seeks a Director of Development and Communications for this small but highly-impactful civil rights non-profit. Previous experience as a director is not necessary, however the ideal candidate will have experience expanding portfolios of small non-profits. This position requires a self-motivated candidate with a strong vision.

#### **Duties**

- Oversee fundraising and communications for a five-employee non-profit with a \$750,000 budget
- Revise and execute development and communications plans
- Build and guide the organization's advisory/fundraising board
- Write and strategize organizational messaging
- Oversee fundraising efforts including foundation grants and individual donors
- Maintain and expand donor relationships and opportunities
- Maintain accurate records of all donations and donor data
- Oversee grant writing, submissions, and reports
- Manage press outreach and secure media placements
- Maintain and expand media contacts
- Write press releases, web content, and newsletters
- Update website and grow an active and engaged social media presence
- Help Executive Director coordinate media appearances and interviews
- Act as spokesperson when necessary
- Demonstrate commitment, passion and enthusiasm for Equal Justice Under Law's mission

#### **Desired Qualifications**

- 4–8 years of fundraising experience
- Experience growing small non-profits
- Strong leadership skills
- Strategic planner

- Ability to build and foster relationships with donors and press
- Experience with foundations, grants, donor relations, and/or advisory boards
- Media savvy
- Quality content creator (press releases, blogs, web material, messaging)
- Experience with social media and other web-based material
- Self-motivator who is comfortable working independently
- Detail-oriented with demonstrated organization and time-management skills
- Strong office administration and project-management skills
- Strong work ethic
- Demonstrated organization and time-management skills
- Excellent written and oral presentation skills
- Maturity and the ability to work well in a team environment
- Passion for issues surrounding civil rights, equality, poverty, and/or criminal justice
- Demonstrated commitment, passion, and enthusiasm for Equal Justice Under Law's mission

### **Benefits**

Compensation will be commensurate with experience. Expected salary is between \$74,000 and \$90,000. Additional benefits include health insurance, retirement and transit benefits, and a generous leave policy.

Equal Justice Under Law is an equal opportunity employer. We value a diverse workforce and an inclusive culture.

### **Application Instructions**

Applicants should submit a cover letter, resume, references, and relevant writing sample. Applications will continue to be accepted until the position is filled; start date is flexible and will be discussed with the selected candidate. All materials should be sent by e-mail to [admin@equaljusticeunderlaw.org](mailto:admin@equaljusticeunderlaw.org).