

## **EQUAL JUSTICE UNDER LAW**

### Job Posting for Director of Development and Communications

#### **Position Summary**

Equal Justice Under Law (EJUL) seeks a Director of Development and Communications (DDC) to develop a department at this small but highly-impactful civil rights nonprofit based in Washington, D.C. Previous experience as a director is not necessary, however the ideal candidate will have strong leadership skills and be ready to take on a management position at a growing organization. This position is new (replacing an outgoing communications position) and will benefit from a self-motivated candidate with a strong vision. Under the leadership of the Executive Director, the Director of Development and Communications will supervise the current Development Officer and other development and communications staff. The position is fulltime.

#### **Organization Summary**

Founded in 2014, Equal Justice Under Law is an innovative non-profit organization in Washington, D.C. seeking systemic change in our criminal justice system through litigation across the country. We seek to protect the rights of the most underrepresented, impoverished, and marginalized members of our society. Our mission is to end inequality in our justice system by attacking wealth-based discrimination including landmark cases challenging the rise of modern-day debtors' prisons, the American money bail system, mandatory minimum sentencing, wealth-based banishment schemes, and discriminatory suspension of driver's licenses. For a sampling of our current cases and recent successes, see our website: [www.equaljusticeunderlaw.org](http://www.equaljusticeunderlaw.org).

#### **Duties**

- Oversee fundraising and communications for small nonprofit
- Manage and grow the development and communications departments
- Write and strategize organizational messaging
- Build and guide the organization's advisory/fundraising board
- Oversee fundraising efforts including foundation relations, grants, donor relations
- Maintain and expand donor relationships and opportunities
- Oversee grant writing, submissions, and reports
- Plan, market, and execute fundraising events
- Manage press outreach and secure media placements
- Maintain and expand media contacts
- Identify and cultivate media and public outreach opportunities
- Write press releases, web content, and newsletters
- Update website and post to social media
- 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 and vision.

## **Qualifications**

- Strong leadership skills
- Experience managing small teams/projects
- Strategic Planner
- Understanding of non-profit sector
- Ability to build and foster relationships with donors and press
- Experience with foundations, grants, donor relations, and/or advisory boards
- Media savvy
- Strong communications skills, both written and verbal
- Quality content creator (press releases, blogs, web material, messaging)
- Experience with social media and other web-based material
- Good collaborator but also a self-motivator who is comfortable working independently
- Detail-oriented with demonstrated organization and time-management skills
- Strong office administration and project management skills
- Passion for issues surrounding civil rights, equality, poverty, and/or criminal justice

## **Benefits**

- Salary range (depending upon experience and education): \$60,000–\$80,000/year
- Excellent benefits package, including health insurance and retirement
- Flexible work options to encourage a healthy work/life balance
- Growth opportunities in a growing organization with the chance to craft your own department
- Equal Justice Under Law is an equal opportunity employer. We value a diverse workforce and an inclusive culture.

## **Application Instructions**

Interested applicants are encouraged to apply by February 20, 2018, and should submit a cover letter, resume, list of references, and relevant writing sample (e.g., grant application, report, etc.). Applications will continue to be accepted until the position is filled. All materials should be sent by e-mail to [communications@equaljusticeunderlaw.org](mailto:communications@equaljusticeunderlaw.org).