



Job Announcement:
Director of Development and Administration

Our Work:

The Florida Justice Institute (FJI) is a nonprofit public interest law firm that conducts civil rights litigation and advocacy in the areas of prisoners' rights, housing discrimination, disability discrimination, and other areas that impact the lives of Florida's poor and disenfranchised residents. Based in Miami, Florida, we bring large-scale, systemic civil rights litigation and conduct advocacy throughout the state of Florida. We are seeking a Director of Development and Administration to create, manage, and oversee a development program for FJI, as well as supervise other budgetary and financial matters.

Job Summary:

The Director of Development and Administration is responsible for overseeing the resource development, public relations, and marketing programs of FJI. The Director is a part of the organization's management team and will report directly to and work in partnership with the Executive Director to spearhead development efforts as FJI continues to grow. A new position in the organization, the Director will have the responsibility to build out FJI's development's program. The Director will also be responsible for managing budgetary, financial, and administrative matters for FJI, under the supervision of the Executive Director.

Responsibilities:

Responsibilities of the Director will include, but are not limited to:

Development

- Overseeing and implementing all of FJI's development and fundraisings efforts
- Researching, contacting, maintaining relationships with, meeting with, and soliciting donations from, donors and potential donors
- Maintaining a donor management database
- Researching and applying for grants, including participating in the planning, writing and reviewing grants budgets
- Preparing reports required by various grants
- Managing media and public relations efforts and opportunities to promote the organization's programs, including social media and email communications
- Developing, implementing and monitoring progress toward short- and long-term fundraising strategies and goals
- Supervising, setting goals with and for, and reviewing the performance of development and communications department staff
- Maintaining oversight over all fundraising activities including major giving, grants, special events, direct mail appeals, digital giving opportunities, corporate sponsorship initiatives
- Working with the Executive Director and Board of Directors on development-related projects



- Serving as a public representative of the organization, including cultivating relationships with community members, including prospective volunteers and supporters to build awareness of and commitment to FJI's work
- Participating in Board of Directors meetings and preparing monthly, quarterly and annual reports as requested by the Executive Director and Board
- Actively reinforcing organizational culture and agreements.

Administration

- Managing, planning, and implementing FJI's budget and finances
- Monitor and approve expenses consistent with budgetary goals
- Monitor, supervise, and implement FJI's financial and administrative infrastructure
- Supervise and facilitate the creation of financial reports for the Executive Director and Board of Directors
- Review, approve, and implement decisions regarding insurance, benefits, preparation of annual audit and form 990
- Any other administrative tasks as assigned by the executive director

Qualifications:

- Bachelor's degree required
- Minimum of six years experience in fundraising, public relations/marketing and management
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies
- Experience in donor cultivation, grant writing, contracts management and special events
- Knowledge of and connections to the funding community in Miami, FL and/or other parts of the State of Florida, especially with regard to lawyers and law firms
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture
- Strong written and verbal communication skills
- Strong interpersonal, supervision, administration and management skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Proficiency in Microsoft Office programs
- Knowledge of Quickbooks
- Familiarity with donor tracking systems
- Ability to work with diverse groups of people
- Sound judgment, professionalism and a positive attitude
- Resourcefulness, creativity and strong problem-solving skills

Salary/Benefits

Salary is competitive with nonprofits in Florida and will be set depending on experience. FJI offers an excellent benefits package that includes medical, dental, and life insurance; and a retirement plan.

The job will be remote, at least initially, and will continue as such depending on the course of the COVID pandemic.



About FJI

Founded in 1978, FJI conducts civil rights litigation and advocacy primarily on behalf of those incarcerated in prisons and jails, with a focus on class actions and impact litigation. FJI also conducts litigation for non-incarcerated victims of housing discrimination, disability discrimination, police misconduct, and engages in various other forms of impact litigation for Florida's poor and disenfranchised residents. FJI works collaboratively with other public interest law firms, legal services organizations, and law firms to achieve widespread change in Florida's criminal justice system.

Application

To apply, send a cover letter and resume in one PDF file via email to dtrevisani@floridajusticeinstitute.org. Please place "Development Director" on the e-mail subject line. No phone calls please. Applications are due March 31, 2021. Due to the volume of applications expected, FJI cannot respond to each one. The position will remain open until filled.

FJI is an affirmative action/equal opportunity employer. Women, people of color, people with disabilities, LGBTQ individuals, and formerly incarcerated persons are particularly encouraged to apply.