



## **POSITION: Fund Development Manager**

### **About Us:**

The Battered Women's Justice Project (BWJP) is a national legal resource & center on civil and criminal justice system responses to gender-based violence (GBV). BWJP provides expert training, policy analyses, and consultation to various constituencies including advocates, GBV programs and coalitions, communities, national leaders, and elected officials.

With a new Executive Director at the helm, BWJP is entering an exciting phase in its work. Building on existing relationships and past accomplishments, BWJP will continue to broker meaningful community engagement to ensure systems accountability. Using an intersectional lens and analysis, our work will uplift the voices of all survivors, especially those who are from historically marginalized groups. The organization will continue with its commitment to internal and external equity.

### **Position Description:**

We are seeking a talented communicator who works with the Senior Team to build and execute a comprehensive fundraising strategy. This person will be a self-starter, demonstrate a commitment to social justice and equity, and possess stellar communication skills to garner new resources. The position will develop and implement an annual giving program, write grants, build relationships with funders, and participate as a member of the External Relations team.

### **Responsibilities:**

- Develop and support the implementation of a development plan including potential funders, timelines, funder priorities, and funder relationships.
- Develop and implement an annual giving plan to attract new and retain past donors to the organization.
- Work with the Communications Manager to develop on and offline campaigns.
- Work with the Directors, Chief Strategy Officer, Chief Financial Officer and Chief Executive Officer to ensure that the organization implements plan the bring new and increased resources into the organization.
- Actively contribute to the External Relations team.
- Create new pathways for earned income and other unrestricted forms of funding.
- Participate in the creation and submission of government and foundation grants.
- Generate necessary reports for the executive team.
- Represent BWJP based on its core values and organizational excellence.

### **Experience and Qualifications:**

- 2-4 years of fund development, donor acquisition/management or other related field.
- Demonstrated experience in annual giving program implementation.
- Knowledge of the range of legal and social issues that affect GBV victims, especially women of color, immigrant women, and other historically marginalized groups.

- Excellent communication and writing skills.
- Ability to work as part of a team. Creative and strategic thinker. Demonstrated ability to work well with diverse groups of people.
- Ability to travel periodically.
- Comfortable with word processing, research, online learning platforms, and database software.

**Salary:** The annualized salary range is \$ 60,000 – \$70,000. We provide a generous benefits package that includes medical, dental, basic life and disability insurance, 401 (K), paid vacation and sick time.

**Application:** Send cover letter, resume and writing sample to Amy Sánchez at: [hr@bwjp.org](mailto:hr@bwjp.org) or Battered Women’s Justice Project, 1801 Nicollet Ave. So., Suite 102, Minneapolis, MN 55403. Position is open until filled.

Please visit our websites: [www.bwjp.org](http://www.bwjp.org) and [www.preventdvgunviolence.org](http://www.preventdvgunviolence.org).

**AA/EOE**