



ADVANCING EQUALITY IN THE
CRIMINAL JUSTICE SYSTEM

Development & Outreach Coordinator Job Description

[December 2021]

Objective

To work with the Board of Directors and the Executive Director to implement the fundraising and communication plans for Justice 360.

Justice 360 is a nonprofit legal organization dedicated to advancing equality in the criminal justice system, with a focus on addressing extreme criminal sentencing such as the death penalty and juvenile life without parole sentences. Justice 360 achieves its mission through four main types of work: (1) direct legal representation, (2) providing legal resources for other attorneys, (3) advocating for policy reform, and (4) public education.

Primary Roles and Responsibilities

Fundraising

- Work with the Executive Director and the Board of Directors to create annual fund development plan.
- Under the direction of the Board and Executive Director, implement annual fund activities, including annual drive, direct mail, annual events, and regional cultivation events.
- Support and track Board Member and Justice 360 leadership contacts with donors and prospects.
- Maintain donor and contact records and generate donor acknowledgment letters.
- Develop support materials as needed (appeal letters, fact sheets, brochures, volunteer instructions, thank you letters, etc.)
- Plan fundraising events including annual and regional events and public awareness events.
- Research and work with Executive Director to identify and apply for relevant grant funding.

Outreach & Advocacy

- Work with the Executive Director to plan and carry out public education and awareness raising events.
- Develop and maintain relationships with partner organizations to raise awareness of Justice 360's mission and work and identify areas for collaboration that further Justice 360 and partner organizations jointly.
- Work with the Executive Director and attorneys to research and prepare materials to support Justice 360's advocacy work.

Communications

- Interface with media representatives as needed, and/or coordinate media contacts with leadership.
- In collaboration with the Executive Director, create and circulate media releases as needed; create and send regular newsletters; maintain organization web site; engage public by posting regularly to social media.

Accountability

Reports directly to the Executive Director of Justice 360.

Qualifications

- Bachelor's degree.
- At least three years of experience in nonprofit fundraising or commensurate experience preferred.
- Must hold a valid driver's license and be willing to travel throughout South Carolina.



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Skills

- Strong organizational abilities including planning, team management skills.
- Strong interpersonal skills.
- Strong written and oral communication skills, including public speaking.
- Ability to interface and engage diverse volunteer and donor groups.
- Commitment to best practices and ethics in fundraising management

Type of Employee: Part-time, hourly, remote or onsite, W2 employee

Work Hours: Part time; 25 hours per week

Compensation: Commensurate with experience and qualifications (\$20-25 per hour)

Benefits: After 90 days of employment, paid holidays and vacation time

To Apply: Email resume and cover letter to Lindsey Vann (lindsey@justice360sc.org)