Deputy Director of Development

About EJI

The Equal Justice Initiative is a private, 501(c)(3) nonprofit organization that provides legal representation to people who have been illegally convicted, unfairly sentenced, or abused in jails and prisons. EJI is committed to ending mass incarceration and excessive punishment in the United States, to challenging racial and economic injustice, and to protecting basic human rights for the most vulnerable people in American society. We work with communities that have been marginalized by poverty and discouraged by unequal treatment and are seeking to change the narrative about race in America.

About the Position

EJI has an opening for an experienced Deputy Director of Development who will report to the Executive Director and Director of Development and work closely with our development team members. The Deputy Director will be responsible for management and administration of donor relations, education and engagement.

Specific responsibilities include:

- Supervising daily development operations to ensure timely and efficient response, reporting and accountability to all internal and external constituencies.
- Responding to incoming requests from existing and potential donors.
- Working collaboratively with colleagues to uphold data integrity protocols and to ensure accurate reporting of departmental activities.
- Processing gifts and preparing acknowledgment letters to donors.
- Assisting with management of campaigns, mailings, special events and other development functions in partnership with the Director of Development and Executive Director.
- Managing and cultivating relationships with existing institutional contacts.
- Implementing outreach, cultivation, and stewardship of new and existing donors.
- Identifying, researching, qualifying and cultivating new relationships with institutional funders that align with EJI’s mission and core values.

This is an excellent opportunity for someone who is dynamic, self-motivated, and committed to social justice. This position is located in Montgomery, Alabama; relocation assistance will be considered on a case-by-case basis.

Qualifications:

- Bachelor’s degree
- 5+ years of nonprofit development outreach experience, preferably at the national level;
- Outstanding interpersonal, oral, and written communication skills;
- Well-organized, efficient, detail-oriented, conscientious team player, who can also work independently and is able to manage projects big and small from start to completion;
- Strong interpersonal skills to help you support internal team members as well as professionally represent EJI externally
• Understanding of and commitment to maintaining the confidential nature of fundraising efforts and donor information
• Culturally competent and passionate about EJI’s mission and work
• Training and proficiency in Raiser's Edge is strongly preferred

EJI welcomes applicants from historically underserved communities and does not discriminate on the basis of race, gender, religion, or sexual orientation.

**HOW TO APPLY**

Please email a cover letter and resume to opportunity@eji.org. No phone calls please.