



Development Manager

All staff support the mission of Restore Justice:

Our mission is to advocate for fairness, humanity, and compassion throughout the Illinois criminal legal system, primarily focusing on people convicted to extreme sentences in their youth or young adulthood and their families. We create and support policies that allow those who are rehabilitated to go home, and that ensure the families of incarcerated individuals and victims have opportunities for justice. We engage currently incarcerated individuals and their families, formerly incarcerated people, victims and their families, and concerned Illinoisans in advocacy and service in the criminal legal system.

Position Summary

The Development Manager plays a critical role in helping us anchor our ambitious advocacy, outreach, and communications work with strong fundraising practices and systems. The person in this position will create and execute a comprehensive fundraising plan with our senior leadership to ensure we have the resources to fulfill our mission. A key function will be to help plan and lead our annual signature fundraising event.

Because we are a small shop, each staff member at Restore Justice must be comfortable working outside the lines, punching above their weight, and generally laughing their way through the occasional tedious task.

We prioritize collaboration with people directly affected by the criminal legal system (including people currently and formerly incarcerated, lawyers, family members, and a wide and diverse cast of supporting characters). Everyone who is involved with Restore Justice needs to be able to draw deeply from their personal wells of compassion, versatility, tenacity, and patience.

Core Areas of Work

The primary tasks involved in this position are:

Individual Giving

- Develop and execute an Individual Giving program, including a segmented approach for donors at different levels and appropriate stewardship plans
- Acknowledge all donations in a timely manner
- Maintain and build Restore Justice's Major Gifts program through research, donor cultivation, events, and a communications plan
- Work with the Executive Director and other staff to cultivate donor prospects



Foundation Giving

- Establish and maintain a plan for managing all existing and future funder relationships and grant opportunities
- Identify, research, and develop action plans for foundation funder prospects
- Coordinate with other staff to complete grant applications and reports in a timely manner
- Ensure funders are kept up to date on progress and challenges that are relevant to their support of Restore Justice

Events

- Collaborate with other staff to plan the annual Stories of Transformation Luncheon, including leading the Host Committee, recruiting sponsors, budgeting, and event logistics
- Collaborate with other staff on other events as needed

Operations

- Ensure donations and donor records are accurately recorded in CRM system
- Report fundraising results at quarterly board meetings and as requested to Executive Director, staff, or board members
- Assist with “all hands” activities, such as advocacy days or training sessions.

Necessary Skills and/or Experience

- Prior experience and success in fundraising
- Excellent organizational and project management skills, including managing tasks quickly and efficiently and tracking tasks and deadlines within a work plan
- Experience with campaign analytics and developing metrics and reporting materials
- Knowledge of nonprofit fundraising trends
- Strong networking abilities, including good follow-up via text, email, etc.
- Professional writing skills
- Proficiency in Salesforce and G-suite
- Experience with the criminal legal system and/or passion for reform
- Will have a great sense of humor and a willingness to work collaboratively

Reporting Structure

The position reports to the Managing Director.

Important Details

- We are targeting an individual who is comfortable with a salary of \$70,000, with some wiggle room based on experience and stage of career.
- Our employee benefits package includes paid time off, health insurance, dental insurance, vision insurance, retirement contributions, disability insurance, and life insurance.
- We aspire to be a workplace that promotes balance and health.



- We are a hybrid office in Chicago with three in-person office days and the option to work remotely on other days.
- We are an equal opportunity employer and encourage all to apply; we especially encourage BIPOC to apply.
- If you would like assistance with any aspect of the hiring process, please elaborate in an email to jobs@restorejustice.org. Because we are stretched thin, **we can't take phone calls about the position in advance of the deadline**. We will do our best to respond to queries and acknowledge your application in a timely manner.

Send resume, cover letter, and three references* by Friday, December 6: We value great writers. Please take time with your letter and let us know why you are interested in joining the Restore Justice team and what skills you will bring.

Alice Swan, Managing Director (pronouns: she/her)
jobs@restorejustice.org

*References will not be contacted without your advance approval.