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**JOB TITLE:**            **Development Director**

**LOCATION:**            Houston, Texas

**COMPENSATION:** Commensurate with experience, expected range of \$80-95K

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**About Restoring Justice:**

Founded in 2016, Restoring Justice is a 501(c)(3) nonprofit organization in Houston, Texas that provides client-centered & holistic criminal defense legal representation to marginalized members of our community. We are a grassroots-built and community-based organization. Our goal is to elevate the quality of representation provided to indigent people. We take cases of those who are receiving inadequate legal services or are represented by overloaded counsel and offer them holistic representation & care free-of-charge.

**Position Summary:**

Restoring Justice is hiring a full-time Development Director to join our team. We are seeking a person who is passionate about challenging the injustices of the criminal legal system and lifting up the stories and voices of those impacted by it. This role requires excellent organization, writing, and relationship-building skills. We are a small, entrepreneurial team with the energy and performance goals of a larger, high functioning organization. We work fast and anticipate excellence because the people we serve deserve our very best.

The Development Director will join our executive team and will report to the CEO. The Development Director's mission is to meet ambitious fundraising targets that will allow Restoring Justice to fund our 2022 budget of \$2,100,000 and subsequent Strategic Plan growth goals as well as directly supervise and lead team members who have primary job functions that involve marketing, communications, and/or fundraising.

**Primary Responsibilities:**

- 1. Raise \$2,100,000 cash-in for Restoring Justice by Dec. 31, 2022.**
  - Provide strategic leadership, creating and executing fundraising strategies that build on prior fundraising traction (2020: \$1.7M; 2021 YTD: \$315K + \$600K in pledges) to ensure our 2022 budget of \$2.1M is funded.
  - Responsible for developing and stewarding existing and prospective donors across all streams, including: identification; qualification through research; cultivation; briefing; request for support; prompt follow up and recognition, in line with cultivation/stewardship goals and plans.



- Manage our existing and prospective portfolio of donors including individual, corporate, foundations, community, and church partners. Schedule check-ins and engage with financial partners on a regular basis.
  - Lead the research, identification, and applications for grants, including the recruitment, evaluation, and implementation of a contract grant writer when appropriate.
- 2. Lead Development Team (including digital marketing) to achieve their respective fundraising goals.**
- Manage, hire, evaluate, develop, and coach a team of talented fundraising professionals and contractors.
  - Actively seek out, participate, and encourage the entire development team to participate in fundraising and development training opportunities to continuously implement innovative fundraising strategies in line with our values that focus on storytelling and relationship-building.
  - Lead the digital marketing team to develop strategic development campaigns (email, social media, website optimization, etc.) to support our annual fundraising goal.
  - Within the first 60 days, create and present a Restoring Justice fundraising analysis with a recommended development plan that includes 4-5 outcome goals (KPIs) for the development team for FY22 in line with our growth strategy plan.
- 3. Inform and co-develop the growth strategy plan with the CEO and Board to support a \$4M operating budget by 2024.**
- Develop and implement a 2-3 year fundraising plan.
  - Leverage local influencers and current Restoring Justice partners and network for prospective national and state donors.
  - Help identify future public funding opportunities to incorporate into growth planning.
  - Review collateral and provide insight to align communications pieces with long-term plans.
- 4. Ensure accurate and precise gift management and documentation.**
- Review and implement best practices for fundraising software, donor information, communications, staff training, soft credit tracking, etc. Best practices include all pledges and gifts being entered within 24-hours of commitment and 100% of donors and prospects having accurate and up to date contact records.
  - Develop and manage gift acknowledgment processes for timely communication and competent stewardship.
  - Develop a system to capture meeting notes with prospects and donors in CRM.
  - Produce monthly gift reports for the CEO and board.

**Requirements & Selection Criteria:**

- At least 5 years of meaningful experience in non-profit fundraising role(s), including at least 2 years in directly leading and supervising a development team.



- Experience leading and helping an organization attain significant fundraising growth that is comparable to the goals outlined above.
- Excellent organization, writing, networking, and communication skills.
- Systems software proficiency and experience required in Google Calendar, Google Docs, Google Sheets, Word, Excel, Powerpoint, and Adobe Acrobat.
- Preferred: experience with high-capacity digital marketing fundraising initiatives.

**Compelling candidates will demonstrate the following qualities:**

- Great relationship-building skills and an ability to connect with both indigent defendants and high-net-worth philanthropists.
- Believes and is committed to our mission: to end mass incarceration.
- Analyzes organizational decisions through a lens incorporating our core values (Fearless Love, Expert Service, Holistic Reconciliation, Embodying Jesus Christ, Freedom for ALL).
- Is driven by outcomes and results, and wants to be held accountable for them.
- Has a propensity for finding solutions, willing to make mistakes by doing in order to learn and improve quickly.
- Thrives in an entrepreneurial, high-growth environment; brings a positive and resourceful nature, and is comfortable with ambiguity and change, as everyday will present new challenges.
- Seeks and responds well to feedback, which is shared often and freely across all levels of the organization, actively participating and cultivating a collaborative and cross-functional working environment and culture.
- Tangibly supports the strategic growth initiative of the organization, recognizing the high-urgency at which our future clients need us to grow.
- Keep the CEO fully informed of all development, communications, and operations needs as necessary in this role.
- Lead the development side of the organization in a manner that is passionately committed to the vision, mission, and core values of Restoring Justice as set by the CEO and Board of Directors.
- Self-starter and self-motivated, independently reporting only to the CEO who has limited supervision time available, displaying a strong ability to manage themself.
- Inquiring, curious, critical thinker with positive, “can do” attitude, displaying a “solution bias,” meaning when presented with a problem, the default is not to give empty critiques or complaints, but to seek a solution first.
- Intellectual horsepower. Must process information quickly; marshal evidence to sustain a logical argument; evaluate data that’s sometimes conflicting, incomplete, or unreliable.
- Savvy and astute powers of judgment. Know how to facilitate conversations; identify and solve bottlenecks to achieve desired outcomes; interpret and anticipate the needs of others.
- Displays an ability to communicate impact and value reasonably quickly after taking on new projects.



- Sound judgment, integrity, and an increasing tendency towards transparency.
- High level of maturity and high level of professional etiquette, including discretion regarding sensitive information.

We do not discriminate based on race, color, sex or national origin and are committed to an equitable workplace. Restoring Justice values a diverse workforce and inclusive culture - women, people of color, individuals with disabilities, veterans, people directly impacted by the criminal justice system, and people from other underrepresented communities are strongly encouraged to apply.

**How to Apply:**

Interested candidates should submit a cover letter, resume, writing sample, two professional references, and be prepared to present a development plan previously organized in a development role. All application materials should be submitted as an attachment in a single PDF document by email to [dwilley@restoringjustice.org](mailto:dwilley@restoringjustice.org). Interviews will consist of very practical application questions regarding the specific areas of responsibility outlined above. Review of applications will begin immediately and will continue **until the position is filled.**