

Fundraising/Development Manager

The Cyrus R. Vance Center for International Justice

The **Vance Center** advances global justice by engaging lawyers across borders to support civil society and an ethically active legal profession. A unique collaboration of international lawyers catalyzing public interest innovation, we bring together leading law firms and other partners worldwide to pioneer international justice initiatives, provide pro bono legal representation to social justice NGOs, and strengthen the ethical practices of the legal profession.

With a staff of 9 lawyers and 2 other professionals, the Vance Center operates various programs (1) providing pro bono representation, in partnership with more than 170 law firms worldwide, to civil society and international organizations in the areas of the environment, human rights, and good governance, and (2) promoting diversity, pro bono practice, ethics, and public interest law education, particularly in the Latin American and sub-Saharan African legal professions. For more information: <https://www.vancecenter.org/>

The Vance Center has annual revenue of approximately \$1.2 million, mostly from contributions by individuals, particularly members of the Vance Center Committee and the law firms where the Committee members work. Additional funding comes from public and corporate foundations, as well as government programs. The Committee also provides strategic and program guidance and facilitates member participation.

The Position

The Fundraising/Development Manager will:

- Report to the Vance Center Executive Director and be responsible for developing the organization's fundraising strategy and overseeing its implementation, with the support of the Fundraising Sub-Committee of the Vance Center Committee.
- Lead the Vance Center's efforts to expand the donor base and increase the sources of revenue from public, private, and family foundations, corporations, and appropriate government initiatives. The Fundraising Manager also will coordinate ongoing outreach to individual contributors and consider ways to extend this outreach to others.
- Collaborate with Vance Center colleagues and the Communications Sub-Committee of the Vance Center Committee to develop strategic communications messaging and materials to support fundraising strategies and to highlight the organization's mission and impact.

Responsibilities

- Develop and implement a fundraising strategy with program-based concepts, goals, and plans
- Engage, develop and cultivate relationships, and regularly follow through with public, private, and family foundations, as well as corporations and government agencies, to identify and pursue grant and other funding opportunities
- Maintain donor and contributor management database Salesforce, ensuring professional data management
- Develop concepts, proposals, and materials for strategic communications messaging, aligned with the fundraising strategy
- Create and implement an events and outreach strategy that introduces the Vance Center's work to new audiences, including speaking opportunities for Vance Center staff and Committee members at relevant conferences and other events
- Plan, draft, review, and submit letters of inquiry, grant applications, including narrative proposals and proposed budgets, and grant reports
- Over the first year, take the lead in securing at least \$250,000, and from the second year on, take the lead in securing annually at least \$500,000 in grants and/or contributions from public, private, and family foundations, and government initiatives, including new sources, ideally with multi-year commitments of comparable amounts

Qualifications

- Bachelor's degree or equivalent, with master's degree preferred
- At least four years of experience in nonprofit development and fundraising, preferably at one or more social justice research and advocacy organizations, including:
 - Developing and implementing fundraising strategies and plans
 - Conceptualizing, writing, and presenting donor and grant proposals and reports
 - Organizing fundraising and awareness building events
 - Developing strategic communications messaging and materials to support fundraising efforts
- Demonstrated ability or proven track record of securing four-, five-, six-figure gifts from both institutional and individual donors
- Excellent English-language research, writing, and oral communication skills, as well as attention to detail
- Strong external relationship building with emotional intelligence and persuasive communications
- Team spirit, including ease of working with colleagues and partners from varied backgrounds and collaborating in virtual groups
- Strong organizational skills and ability to work quickly and well under pressure, to manage multiple tasks, and to meet tight deadlines
- Strong digital technology and social media knowledge and skills

- Familiarity with international policy issues, preferably including experience with law and/or human rights
- Authorization to work in the United States
- Willingness to travel, both domestically and internationally as conditions permit

Compensation/Benefits

Starting salary is \$70,000-\$80,000/year. The employer provides a competitive benefits package, including generous paid time off (vacation, personal, sick time, holidays, day off for volunteer work, extra time off in summer), choice of medical plans, dental, vision, 401K, life insurance, commuter benefits, Employee Assistance Program, and employee discounts, among others.

Application Instructions

Applications will be considered when received, until a qualified candidate is hired. To apply, please **email a resume, a cover letter, and a list of three references** to VANCEJOBS@NYCBAR.org. In the subject line please write "Fundraising/Development Manager". No phone calls please.

The Vance Center is a proud equal opportunity and affirmative action employer. It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, arrest or conviction record, pregnancy, credit history, salary history, caregiver status, marital status, partnership status, or status as a victim of domestic violence, stalking and sex offenses, religion, sex, genetic information, military status, unemployment status or any other characteristic as protected by law. With regard to the Americans with Disabilities Act and other related laws, we will endeavor to make reasonable accommodations for persons with disabilities.