



## Communities for Just Schools Fund | (A project of New Venture Fund)

### Job Posting: Deputy Director of Development

**Location:** Virtual & Remote with limited travel  
**Reports to:** CJSF Executive Director  
**Status:** Exempt (*not eligible for overtime*) This position may require 40+ hours per week which entitles the employee to be eligible for medical, dental, vision, retirement, and vacation benefits; as well as standard life, disability, and AD&D insurance from New Venture Fund and others offered within the CJSF culture.

#### ABOUT CJSF:

Communities for Just Schools Fund (CJSF) is a national collaborative that links philanthropy with the power of grassroots organizing to transform schools. CJSF's partner network includes 80 organizations across 22 states, the District of Columbia, Puerto Rico, and Ontario, Canada. CJSF has a current budget of approximately \$8.5M and is supported by a donor table of approximately 17 foundations and philanthropic donors. Through a combination of long-term multi-year grants, grants, capacity building and technical assistance, convening, and liberatory education, CJSF aims to support grassroots organizing groups of parents, students, policy makers, narrative producers, arts and cultural organizers, healers and community members coming together to learn about and address specific challenges and build momentum for the transformation of the public education and education in community. Our partners' education specific work includes organizing around dismantling the school-to-prison pipeline, ensuring police-free schools, investing in culturally affirming social-emotional learning and mental health supports, liberatory curricula and pedagogy, restorative and transformative justice, parent partnerships, meaningful youth engagement, participatory budgeting, and much more.

CJSF's long-term, sustained support of its 80+ local and national level organizing and policy partners ensures that the education justice movement has the resources and support necessary to build long-term change grounded in abolitionist principles, liberatory education, organizer and community leadership, and removing structural and systemic inequality. Building on a 7-year track-record, CJSF has: 1) Moved more than \$26 million in core support to partners in the field of education justice since 2016; 2) Encouraged funders to become more equitable and relational in their philanthropic practices; 3) Curated a rich suite of learning opportunities and convenings for donors, members, and other stakeholders; 4) Served as a vocal advocate for education justice through federal policy work and communications/media outlets; 5) Invested in crucial base-building, power-building efforts and 6) Catalyzed powerful policy wins.

Led by a woman of color and with a dedicated growing team of 6, CJSF is poised to hire a Director of Development to help usher in our next era of increased investment in the education justice field. CJSF seeks a seasoned senior level development and institutional advancement expert to help us meet our goals of doubling our philanthropic investment in the field of education justice to \$15M in the next 3 years and supporting our partners to skillfully brave the challenges facing public education, as well as to establish a stable endowment that will sustain long-term resources for the field.



## New Venture Fund

CJSF is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new & innovative public-interest projects & grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, & all other classifications protected by law in the locality and/or state in which you work.

## About the Position

Reporting to the Executive Director, the Director of Development will be instrumental in the organization's continued growth and opportunity for impact. As a member of CJSF's executive team, the Director of Development will be responsible for leading the Funder Organizing team (programs curator, operations manager, and programs curator) and work closely with leadership and key external-facing staff to raise and grow an annual budget of approximately \$10M across CJSF's 501 (c) -3 and potential (c) -4 partners.

The Director of Development will be responsible for guiding CJSF's overall fundraising strategy, co-creating a plan for reaching annual revenue goals, and managing a team of 1-2 full-time staff. They will also partner on the senior leadership team with CJSF's Executive Director, Deputy Director of Programs, Director of Communications, donor members and executive committee, member partners and strategy council, and CJSF staff. The Director of Development may also manage consultants relationships and other vendor partners supporting the organization's fundraising efforts. This full-time position is location flexible. The CJSF staff team meets quarterly for in-person week-long retreats and has an express commitment to advancing healing and wellness by embracing a 4-day work week.

## Position Summary:

This position is dedicated to leading the fundraising and donor development strategy of Communities for Just Schools Fund (CJSF) in support of its national network of partners and the long-term sustainability of our work. There will be a subset of senior leadership responsibilities related to the stewardship of the organization, including strategy setting, internal systems and operations.

## Organizational Leadership and Team Management

- Contribute to guiding overall organizational strategic direction, decision-making, prioritization, and goals, internal processes and systems, and ensure all development activities are operating in lock step with the rest of the organization.
- Manage and support the performance of an internal funder organizing team (2-4 people) which works across the organization, provides a clear team vision, inspires and motivates team members to perform well, and collaborate excellently.



- Set up internal development systems and practices that prioritize simplicity, efficiency, and high impact, which integrate seamlessly with the systems of other CJSF and NVF departments, including grant proposal writing and submission, grant reporting, annual reports, and regularly occurring quarterly updates to donor members and/or member partners.
- Provide leadership and training to CJSF staff, donor members, and CJSF's strategy council (a group of field partners and donors) to advance fundraising efforts, including sharing best practices, and providing tools, information, and resources to strengthen fundraising and donor organizing and donor member learning efforts.
- Partner with CJSF staff to train and support donors and network partners, helping to set policies and practices for internal and external stakeholders involved in fundraising, outreach and solicitation.
- Partner with the Executive Director and donor organizing team on the regular assessment, analysis, reporting, and projections of development and campaign activity, income, and pledges, including any significant variances or unforeseen shifts in budget.
- Serve as a thought partner and support to the ED and funder organizing team to ensure their time is best leveraged in fundraising, primarily around donor cultivation and stewardship.
- Author and manage a yearly development strategy and planning for individual donors and foundations, including overarching narrative for donor and funder collateral.
- Lead the learning about and creation of the long-term viability of CJSF's finances, including exploring and establishing the creation of a CJSF endowment.

### Solicitation and Stewardship

- Co-manage a seven-figure portfolio of the organization's highest net worth donors and key foundations; serve as the primary CJSF contact responsible for stewarding these relationships.
- Represent CJSF at key donor and foundation meetings and events and collaborate with the Executive Director and program staff to design briefings for foundations and other external stakeholders.
- Increase departmental capacity to cultivate new donor prospects and steward existing donor relationships, with a goal of growing the percentage of revenue derived from individual donors from 15% to 30% annually towards meeting our 3 year goal of doubling our grantmaking to the field to total \$10M by 2026.
- Oversee integration of strategic communications within the development strategy.

### Systems and Operations

- Collaborate with the Executive Director and Chief of Staff to support the set-up of internal systems and processes that strengthen the collaborative and aligned work across teams
- As a member of the senior leadership team, manage a subset of the CJSF team ensuring the meeting of their goals, completion of their work plans, effective collaboration, and professional growth.



- Work with CJSF staff and movement partners to collect, analyze, and interpret relevant data from the field to inform the work of CJSF. Create public education tools (e.g. reports, field scans) to inform a public understanding of fundraising trends impacting the education justice movement and strengthen the case for increasing resources to the field.
- Develop and lead the prospecting strategy in collaboration with the funder organizing team; oversee the process of researching and identifying new funding opportunities from major donors, private foundations, and corporations for both c-3 and c-4 organizations.
- Build and strengthen systems and processes for departmental operations and the full donor lifecycle, and document best practices for CJSF's fundraising manual.
- Oversee the design of donor engagement activities and campaigns in partnership with the Executive Director and donor organizing and communications teams.
- Design and execute organization-wide training to staff, including sharing of best practices and providing tools, information, and resources to strengthen fundraising efforts.

## Key Qualifications

- Excellent manager and team builder with strong skills in training, facilitation, and organizational development, with the ability to work gracefully under pressure.
- A commitment to education and racial and social justice with strong experience using a race, class, gender lens in verbal and written communications.
- Demonstrate personal/professional commitment to CJSF's mission and model; experience directly supporting women of color, low-income women, and LGBTQ+, and transgender people highly preferred. Racial equity and inclusion (REI) experience, skills, and values.
- Proven track record in leading fundraising efforts within an organization of \$20M annual budget. Experience fundraising for (c)3 organizations is required, and for (c) 4 organizations is preferred.
- Some experience or exposure to community organizing and grassroots fundraising for racial justice, gender justice, restorative justice, electoral justice or other related areas preferred.
- Minimum of 10 years of experience with fundraising and donor/community relations activities, and at least three years at the director level.
- Skills leading annual giving, foundation/corporate solicitations, deferred giving, planned giving, communications, major gifts, endowments and long term financial viability, and special events.
- An expert relationship-builder, with the emotional quotient to support and coach staff at all levels.
- A strong commitment to addressing structural inequality.
- Impeccable judgment and discretion in dealing with sensitive information.
- Experience serving on an executive or other higher-level organizational leadership team.
- Ability to travel up to 10 times a year, often cross-country, including overnight travel for events, donor meetings, and board meetings.
- Critical thinking and problem-solving ability.

## Compensation & Benefits



The salary range for this position is \$180,000-\$210,000. Final offers for the role will be based upon several factors including the position requirements, candidate's experience level, and capabilities. We offer a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive up to 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually and be able to accrue up to 120 hours of vacation time per year. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

## Applications

To apply, please email your cover letter, resume, a written work sample, and a list of references that includes their names, affiliation, description of relationship with you, phone number, and email address, in confidence to: [info@cjsfund.org](mailto:info@cjsfund.org) References will not be contacted until the final stage of the search and candidates will be given an opportunity to notify their references in advance. **Deadline for applications is September 5th, 2023.**

## NVF Non-Discrimination Policy

New Venture Fund is a 501(c)(3) public charity that provides grants and capacity building resources to the U.S. reproductive justice movement. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio- economic backgrounds and levels of physical ability.

## NVF Race, Equity, Diversity, & Inclusion Commitment

We envision a more equitable world, built on fair treatment, access, opportunity, and advancement for all. As changemakers building the most effective charitable projects, we know that advancing race equity, equity, diversity and inclusion (REDI) is essential to solving our world's most pressing problems. As such, we dedicate ourselves to integrating REDI into our work and our culture. As we learn more, we will do more — ours is a continuous journey of learning, growth, and innovation.

## New Venture Fund COVID-10 Vaccination Policy

To center the safety and well-being of its employees, Communities for Just Schools Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).