



Development Consultant Job Description

Our Mission and Values

The Seattle Clemency Project's mission is to increase access to justice for reformed individuals serving sentences that no longer serve a purpose and to prevent deportations that fracture our communities. We do this by matching them with free, high-quality, legal representation, afterward providing holistic reentry and transition support to promote their long-term success.

We believe in the power of redemption and that a healthy justice system must recognize and reward rehabilitation. We work with individuals who, despite having been sent a message by the criminal legal system that they were not capable of reform, have grown, matured, and healed. We believe everyone has the capacity to change and that those serving sentences that no longer serve a valid purpose deserve a voice and a second chance.

Job Description

The Development consultant is responsible for raising funds to meet SCP's financial goals, forecasting future income, and cultivating and maintaining relationships with donors. Internally, this part-time (20 hours per week) position works closely with the Executive Director to review the annual budget, set short and long-term funding goals and targets, and secure funds; works with program leaders and the operations manager to ensure clear understanding of the organization's goals, objectives, and clients, and shares that information to key audiences; and with the Communications specialist to create consistent and cohesive messaging. Externally, the position works with foundation staff, corporate and law firm staff, donors, volunteers and interns to attract attention from potential supporters and host industry events that raise awareness of the organization's goals and funds to support the organization. Additionally, the development consultant serves as the grant writer for the organization for all foundation, corporate, and government funding opportunities.

Objectives

Raise a minimum of \$500,000 per year and ensure funding for the growing needs of the organization

Reports to: Executive Director

Job Responsibilities:

- Raise funds to cover all costs associated with organization/program operations
- Maintain and strengthen existing relationships with funders and develop/cultivate new potential funders and supporters
- Coordinate with program leaders on proposal development to ensure accuracy and consistency of messaging and creation of most effective and compelling proposals
- Identify private and public grants and apply for them
- Event planning: plan, manage and execute at least two small events per year and work with Executive Director on annual fundraiser
- Prepare and present periodic reports to the Executive Director and at occasional SCP staff meetings
- Identify networking opportunities to make connections to foundations
- Identify and recruit event speakers
- Track all donations
- Send personalized thank you letters to donors

Event Planning:

- Work with Executive Director to plan annual fundraiser
- Work with Comm Specialist to develop Communications Plan for the event
- Plan event agenda
- Secure 12-15 sponsorships
- Secure keynote speaker, emcee and former SCP clients for program
- Identify table captains for 15 tables
- Create visual materials for event, including video and presentation slides
- Work with Executive Director to solicit large donations in advance of event
- Prepare visionary and luminary award materials
- Rent/purchase decorations for room not included in catering proposal
- Plan two other small events per year (house parties or Give Big, for example)

Grant Writing:

- Acquire and maintain a thorough understanding of SCPs changing needs and services offered, and utilize that knowledge to guide searching for and recommending grants
- Research grantmaking organizations and analyze them to identify likely funding sources for specific projects and programs

- Compile, write, and edit all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling
- Review the budget of a project or program for which funding is sought and make recommendations to better present it to grantmakers
- Develop individual grant proposals in accordance with each grantmaking organization's preferences and follow exactly each organization's guidelines
- Manage the process of supplying progress reports when required by a grantmaker that has funded a project or program.

Skills and Qualifications:

- Bachelor's Degree or equivalent relevant work experience
- Grant writing experience
- Experience raising \$250,000 + per year
- Strong expository writing skills with high-level command of grammar and spelling
- Event planning experience
- Self-motivated individual with the ability to work across all levels of the organization

Preferred Qualifications

- Experienced user of Microsoft Office
- Marketing or communications experience
- Nonprofit experience

Compensation and Benefits

20 hours / week \$30,000-\$45,000 annual salary

Benefits include:

- Generous vacation, sick leave and paid time off including flexible paid time off in addition to paid vacation for the Fourth of July week and the week between Christmas and New Year's Day
- Flexible work hours and option to work from home

How to Apply

Interested applicants should email a resume and cover letter to info@seattleclemencyproject.org. On the email subject line, please write "Development Consultant"

Seattle Clemency Project is committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourages applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color,

national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

2023 Deliverables

As an organization's percentage of attention to any one priority may vary in any given year, below are annually updated deliverables that are intended to give additional emphasis on that year's top needs that need more attention: