



## Head of Development / Development Officer Position Description

### Job Summary

The Clooney Foundation for Justice (CFJ), an international non-governmental organization (NGO) that advocates for justice through accountability for human rights abuses around the world, seeks a Head of Development / Development Officer. A seasoned development professional will be a critical addition to our dynamic team during this exciting time of organizational growth. The ideal candidate will have outstanding written and oral communications skills and be creative, self-motivated, and flexible. They will help shape our fundraising strategy, engage regularly with donors and donor prospects, and prepare grant proposals and other associated written communications. They will be expected to identify new donor opportunities, coordinate with event planners on fundraisers, integrate effective monitoring and evaluation (M&E) techniques into proposals and reports, prepare packages of materials, and handle administrative matters on the fundraising front. They will support development efforts on behalf of CFJ generally as well as each of its flagship initiatives – TrialWatch, The Docket, and a new gender justice initiative – and in concert with its strategic partner, The Sentry.

**TrialWatch** has the mission of exposing injustice, helping to free those unjustly detained, and promoting the rule of law around the world. TrialWatch monitors criminal trials globally against those who are most vulnerable – including journalists, protesters, women, LGBTQ+ persons, and minorities – and advocates for freedom for those who are unjustly detained and works to reform unfair laws. Over time, TrialWatch will use the data it gathers to publish a Global Justice Ranking exposing countries' performance and use it to support advocacy for systemic reform.

**The Docket** gathers evidence of international crimes to trigger prosecutions of perpetrators and support victims in their pursuit of justice. This initiative combines investigations, legal action, and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve systemic change. Its projects include those bringing to justice those involved in financing conflicts through looting and illegal trade in antiquities, and gathering evidence of crimes against humanity committed in Venezuela.

The Clooney Foundation will also soon be launching **a new initiative focused on justice for women**. This initiative will aim to shine a spotlight on and combat oppressive laws and their application against women and girls by both (i) systematically gathering data to identify discriminatory laws and advocacy opportunities to change them; and (ii) undertaking strategic litigation to overturn unfair laws, provide remedies to victims, and trigger accountability against perpetrators.

**The Sentry**, CFJ's strategic partner, works with governments and global banks to create real financial consequences for officials responsible for massive human rights crimes and commercial actors

profiting from those crimes. The Sentry provides governments the evidence they need to take targeted action against corruption, violence, and serious human rights abuses, and advocate more comprehensive policies focused on getting at the root causes of crises. Their investigations have exposed fraud, money laundering, corruption, illicit trafficking, bribery, piracy, terror financing, poaching, and more.

## **Roles and Responsibilities**

Reporting to the Strategic Director and working in close coordination with our program leads, other senior managers, the co-Presidents, and Board members:

- Develop fundraising strategies and plans
- Identify available funding opportunities, especially those afforded by corporations, foundations, and high-net-worth philanthropists/donors
- Cultivate donor contacts, vet potential donors, and maintain donor databases, including potential collaborators who can provide in-kind support for the Foundation's work
- Prepare concept notes, grant proposals (including in response to Requests for Proposals (RFPs) and Requests for Applications (RFAs)), and donor reports and associated packages of materials explaining the Foundation's work
- Incorporate effective M&E techniques into grant proposals and donor reporting
- Coordinate with the Operations Manager to develop sensible budgets with an acceptable overhead rate and support grant allocation and budgeting generally
- Initiate and respond to donor requests for information, audits, updates, and briefings; ensure follow-up, as needed
- Organize meetings and calls between the co-Presidents, Board members, and/or senior program staff with donors as needed
- Support and help coordinate gala fundraisers and other fundraising events
- Track grant requirements and create calendars and notifications regarding them
- Correspond with donor platforms and update information on those platforms regularly
- Perform other duties as assigned

## **Required Qualifications**

- 5+ years of fundraising or similar experience (preferably with a not-for-profit)
- Exceptional written and oral communication skills
- Aptitude to work in a fast-paced environment, to multi-task, and to operate across multiple time zones
- Ability to use discerning judgment, while being proactive and responsive
- Keen attention to detail and the ability to meet deadlines
- Team player willing to pitch in to get the job done
- Commitment to CFJ's mission and goals

## **Preferred Qualifications**

- B.A. degree
- Track record of garnering new donors and substantial levels of funding per year
- Extensive donor networks
- Knowledgeable in monitoring & evaluation (M&E) techniques
- Experience with fundraising event planning
- Excellent donor relations skills
- Demonstrated interest in human rights, rule of law, criminal justice, and/or public international law
- Proficiency in Adobe software
- Ability to design and format reports and updates in PDF

## **Location**

Flexible (Global)

## **Compensation**

Commensurate with experience and competitive with other not-for-profit organizations

## **Start Date**

As soon as possible

## **To Apply**

Submit a CV, a cover letter, 1 writing sample (5-10 pp) of a grant proposal or donor report (redact identifying information, as appropriate), and a list of 3 references to [employment@cfj.org](mailto:employment@cfj.org) no later than December 21, 2021.

*CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.*