



Fundraising and Development Manager Position Description

Job Summary

The Clooney Foundation for Justice (CFJ), a U.S. 501(c)3 nonprofit that wages justice through accountability for human rights abuses around the world, seeks a Fundraising and Development Manager. This position 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 work with our Executive Team to 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, integrate effective monitoring and evaluation (M&E) techniques into proposals and reports, and prepare packages of materials, in addition to playing a key coordinating role in annual fundraising events. They will support development efforts on behalf of CFJ generally as well as each of its flagship initiatives – TrialWatch, The Docket, and Waging Justice for Women.

TrialWatch exposes injustice, helps to free those unjustly detained, and promotes 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.

The Docket gathers evidence of international crimes to trigger prosecutions of perpetrators and support victims in their pursuit of justice by combining investigations, legal action, and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve systemic change.

Waging Justice for Women aims to fight injustice against women through strategic litigation to reform discriminatory laws and increase accountability for gender-based abuse. This global initiative identifies laws and policies that are holding women back and supports women's ability to claim their rights through the courts.

Roles and Responsibilities

Reporting to the Chief Operating Officer and working in close coordination with program leads, other senior managers, the Co-CEOs, and Board members, the Fundraising and Development Manager will:

- Support the development of fundraising strategies and plans;
- Identify available funding and in-kind opportunities, especially those afforded by corporations, foundations, and high-net-worth individuals;
- Cultivate donor relations through the entire donor cycle (prospecting, soliciting, and stewarding) and maintain donor databases;

- Lead the preparation of concept notes, grant proposals, 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 Finance Manager to develop and manage grant budgets;
- Coordinate on the planning and execution of galas and other fundraising events; and
- Other duties as assigned as may be assigned.

Required Qualifications

- 5-8+ years of fundraising or similar experience
- Track record of garnering new donors and substantial levels of funding per year
- Excellent donor relations skills
- Experience with fundraising event planning
- Knowledgeable in monitoring & evaluation (M&E) techniques
- Exceptional written and oral communication skills
- Aptitude to work in an international, virtual environment with a small, multi-cultural team
- Ability to use discerning judgment while being proactive and responsive
- Keen attention to detail and the ability to meet deadlines
- Team player willing to be flexible and adaptable
- Commitment to and passion for CFJ’s mission and goals

Preferred Qualifications

- Substantial fundraising experience with a nonprofit organization
- Established knowledge base of prospective funders for an international human rights NGO
- Demonstrated interest in human rights, rule of law, criminal justice, and/or public international law

Location

Global (Flexible, US time zone preferred)

Compensation

Up to USD \$80,000 based on experience

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 no later than February 29, 2024.

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.