

Position Description: Fund Developer Western Carolinians for Criminal Justice (WCCJ)

WCCJ is seeking an experienced, skilled Fund Developer. This individual will work hand-in-hand with the Executive Director to provide the financial strength to extend the organization's 30- year history of providing advocacy for criminal justice reform and comprehensive treatment for women as an alternative to incarceration.

THE ORGANIZATION

- Founded in 1983, WCCJ is an independent, community-based, 501(c) (3) nonprofit charitable organization located in Asheville, NC. Through the Women At Risk Program, WCCJ provides mental health and substance abuse treatment for women as an alternative to incarceration. In the program, women are given the opportunity, motivation, and the tools to succeed, and nearly 90% of graduates complete probation and stay out of prison.
- The Women At Risk Program has proved an effective alternative to prison and now serves as a model across the state. In February 2009, the Program received three-year accreditation (highest level) from the Commission on the Accreditation of Rehabilitation Facilities (CARF).
- WCCJ has a solid organizational structure, an enthusiastic and committed 18-member board, an experienced and passionate staff, and a diverse funding stream with a solid donor base. The operating budget for the organization in 2011-12 totals \$790,000.

THE POSITION

WCCJ is seeking a Fund Developer with the knowledge, skills, personality and creativity to develop ever-stronger financial support for WCCJ.

KEY RESPONSIBILITIES

Oversee Fundraising

- Plan and manage the fundraising activities of WCCJ in conjunction with Executive Director, Board Members, and other staff members.
- Aggressively increase fundraising efforts in a systematic, goal-driven manner.
- Substantially increase charitable financial support from individuals, while also increasing financial support from churches, foundations, and corporations.
- Expand Annual Fund activities to ensure a balanced annual operating budget.
- Implement two annual special events, plus occasional other special events. Secure sponsorship support for special events.
- Develop new donors and maintain and strengthen current funder and donor relationships, strengthening the personal touch in donor relationships.

Support the work of the Executive Director

- As directed, help the Executive Director achieve the short-term and long-term goals of WCCJ and, initially, the strategic plan goals for 2011-2012.
- Work with the Executive Director on the creation and implementation of Development strategy and plans.

Public Relations

- Serve as a public ambassador of the organization.
- Prepare media releases regarding WCCJ's activities and accomplishments.
- Develop an online newsletter.
- Oversee community outreach events.
- Develop capacity for using social media,
- Oversee content for the Development component of the website.

Manage Development Operations

- Manage the day-to-day Development operations.
- Oversee gift acknowledgments.
- Coordinate and support various development-related Board committees.
- Recruit, train, and supervise volunteers.
- Other Development activities as assigned.

QUALIFICATIONS

- A passion for the work of WCCJ.
- An ability to communicate effectively the WCCJ case for support.
- At least four years of fundraising experience.
- A proven track record of success in raising funds and meeting fundraising goals.
- Exceptional skills in one-on-one and group interpersonal communication.
- Strong written skills.
- Demonstrated public relations abilities and experience.
- A collaborative team player who is self-directed.
- Ability to build and maintain fruitful relationships and partnerships with donors, board members, staff, and other organizations.
- A creative and strategic thinker, with sound organizational development and planning skills.
- An innovative problem solver, flexible and capable of adapting to changing priorities.
- A demonstrated commitment to organizational excellence.
- Bachelor's Degree.

COMPENSATION

- \$ 30.00/hour at approximately 15 hours/week. Note that there is the potential for the time commitment to grow as WCCJ income expands.

APPLICATION PROCESS

- To apply, please send a letter of interest, resume and salary history *via email only* to: **brenda@wccj.org**
- *Please, no phone calls or faxes.*
- Application Deadline: October 15, 2011.
- For more information about WCCJ, please visit the website at <http://www.wccj.org>.
- WCCJ is an equal opportunity employer.