



ROBERT H.  
**JACKSON**  
CENTER

## **Director of Development**

The Robert H. Jackson Center, a nationally and internationally recognized 501(c)(3) non-profit organization, seeks a growth-oriented, experienced, and driven leader as its next Director of Development.

The mission of the Jackson Center is to promote and preserve the legacy of Robert H. Jackson, United States Supreme Court Justice and the Chief U.S. Prosecutor for the International Military Tribunal at Nuremberg. We envision a world where the universal principles of equality, fairness, and justice prevail.

We are poised to take the next steps to elevate our work, reach, and spheres of influence. The Center needs a collaborative and impassioned Director of Development to help us achieve our goals.

The Center is physically located in Jamestown NY, and we currently are celebrating our 20<sup>th</sup> anniversary. The Center is a small organization with enormous goals, which require us to grow rapidly and strategically. Critical to that is both the expansion of our donor base and building new revenue streams. We currently enjoy a 58% donor retention rate.

The Director of Development (DD), directly reporting to the President, is responsible for planning, organizing, directing, and communicating all of our fundraising including annual fund, major gifts, sponsorships, planned giving, special events, grants, and capital campaigns. The DD will work closely with our President and our Board of Directors in all development and fundraising initiatives.

### **Opportunity:**

The DD will be accountable for the planning and execution of the fundraising programs for the Jackson Center. In collaboration with the President, the DD will set and implement the strategic fundraising plan each year to reach goals agreed upon with the President and Board.

Aspects of the Center's fundraising program will include the annual fund, corporate and foundation sponsorships, event fundraising, and grant-writing. The plan will take into consideration the revenue needed for Center operations, program initiatives, and growth. Appropriate semi-annual and annual milestones will be established to allow for continual evaluation and progress monitoring.

The DD will be a member of the Center's leadership team, reporting to the President and collaborating with the entire Center team.



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### **Responsibilities:**

- Generate at least 10 percent year-over-year growth in new commitments to support the Center's programs, services, and activities.
- Maintain a portfolio or pipeline of major gift prospects. We aspire to raise our current major gift level.
- Establish and execute strategies that expand corporate and foundation giving programs.
- Consult regularly with the Center Board, Committee Chairs, President, and other staff to ensure that prospects are identified and appropriate engagement conducted.
- Assess and initiate needed new strategies for the donor acknowledgment and stewardship program.
- Continuously monitor and adjust the annual fundraising plan as needed.
- Have the ability to create and assess events for the purposes of raising funds. Work collaboratively with Center staff and Board on all programs and events.
- Research and maintain a pipeline of potential grant funding available to the Center. Establish a timeline for submission of either LOI or grant application for each prospect. Create a calendar and follow through on submissions as indicated.
- Work with the Board's Development and Program Committees through participation in monthly meetings. Conduct 1:1 weekly meetings with President to ensure development activities are progressing. As opportunities arise, establish volunteer committees to assist with and drive recognition of fundraising events, such as galas.
- Work with the President on establishing the Center's revenue goals and annual budget.
- Collaborate with the President on all marketing and communications material relative to donor prospecting and donor stewardship.

### **One-Year Portfolio and Fundraising Goals:**

- Three months: Develop annual fund and corporate/foundation pipelines with solicitation plans. Meet with current donors and have met with 25% of created prospects; conducted individual meetings with all board members to identify development expertise and potential.
- Six months: Researched and identified grant prospects. Calendarized all LOI and grant submission plans. Submitted all grant requests according to the calendar. Cultivation of the annual fund and corporate/foundation pipelinesprospects.
- Nine months: Begin year two planning based on learnings to date.
- One year: Met agreed upon 1<sup>st</sup> year fundraising goal and creation of year two goals and plan.



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- Fundraising Goals:
  - Increase Annual Fund base of donors by at least 10 percent net YoY.
  - Increase Annual Fund dollars raised by at least 10 percent YoY.
  - Increase Annual Fund major donors by at least 10 percent net YoY.
  - Expand corporate sponsorship revenue support by at least 10 percent YoY.
  - Work with President to establish a nation-wide grant goal, an area of expansion for the Center.

### **Qualifications:**

In addition to at least five years of fundraising experience, the ideal candidate should have a Bachelor's Degree in Business, Marketing, Communications, Operations, or Liberal Arts. They will have a track record in increasing organizational fundraising, cultivating donors, and strengthening a donor stewardship program. Demonstrated comfort in engaging with high-net-worth individuals and corporate executives is critical. Working with foundations and securing gifts or grants is required. A strong sense of accountability and metrics will be essential to demonstrate. Being self-directed and able to work with volunteers is needed. Exceptional oral and written presentation skills are crucial.

### **Remote Work Opportunity:**

Although preferred, it is not necessary for this position to be fully-located in Jamestown, NY. Remote work is an option; it is expected the successful candidate will spend at least one-third (1/3) of the year in Jamestown.

### **Salary and Benefits:**

\$55,000 - \$65,000 and a competitive benefits package.

### **Digital Presence:**

|           |   |
|-----------|---|
| Web       | <a href="http://www.roberthjackson.org">www.roberthjackson.org</a>  |
| Facebook  | @RHJCenter  |
| Twitter   | @RHJCenter  |
| Instagram | @roberthjacksoncenter   |
| LinkedIn  | <a href="https://www.linkedin.com/company/roberthjacksoncenter/">https://www.linkedin.com/company/roberthjacksoncenter/</a> |
| TikTok    | @roberthjacksoncenter   |

### **How to Apply:**

Please submit your cover letter and resume to [info@roberthjackson.org](mailto:info@roberthjackson.org). Thank you.