



Director of Development

Memphis, TN

\$75k–\$80k plus eligibility for a performance-based incentive up to 10% of base salary upon goal attainment.

The Organization

We are Just City. Founded in 2015, our mission is to ensure the criminal legal system is fair for all people, regardless of wealth, race, or ethnicity. Our vision is to make that system smaller, fairer, and more humane, starting in Memphis, Tennessee. **Come make an impact at Just City!**

The Opportunity

As the **Director of Development**, you will lead Just City's fundraising initiatives, donor stewardship, and revenue-generating strategies. You will drive sustainable growth in our fundraising programs by planning, implementing, and coordinating all development activities — major gifts, annual giving, grant writing, donor engagement, and special events.

This role combines strategic leadership with hands-on execution to achieve ambitious fundraising goals. You will report to the **Deputy Executive Director and Chief of Staff** and work out of Just City's Memphis office, with limited travel as needed.

How You'll Fulfill Your Mission

Lead:

- Guide the creation and implementation of a comprehensive donor stewardship program that ensures sustainable growth in Just City's fundraising efforts.
- Identify and cultivate prospective donors; develop solicitation plans; and collaborate with leadership to implement major gifts, annual giving, grants, and special events.
- Track and analyze fundraising metrics to optimize strategies, ensure the organization is on target, and provide accountability regarding funds raised.
- Lead all grant writing efforts, including research, proposal development, submission, and reporting.
- Support Just City programs as needed, contributing to events, outreach, and cross-departmental initiatives to ensure mission-aligned service delivery.
- Demonstrate and uphold Just City's core values by practicing integrity, accountability, action, and people-first service in daily work and decision-making.

Engage:

- Serve as the primary point of contact for donors and foundations, fostering relationships through personalized outreach, meetings, and tailored impact updates.

- Plan and execute donor stewardship activities that deepen engagement and encourage long-term support.
- Represent Just City at donor gatherings, community events, and mission-aligned functions.
- Provide donors and partners with timely updates, talking points, and materials that support their understanding of Just City's impact and priorities.

Collaborate:

- Work closely with the Communication and Advocacy Manager to gather impact stories and data for donor communications.
- Partner with the Executive Director on grant applications, funding proposals, and cultivation of major gift prospects.
- Collaborate with program staff to ensure fundraising efforts accurately reflect organizational impact and community needs.
- Support cross-functional initiatives that strengthen donor engagement, fundraising campaigns, and mission visibility.

Manage:

- Maintain accurate donor records, track fundraising activities, and analyze engagement trends to strengthen fundraising strategies.
- Stay informed on Just City's programs and best practices to ensure alignment between fundraising efforts and organizational impact.
- Create, manage, and monitor the Development program budget, including tracking expenses, reconciling spending, and responsibly managing the program credit card in alignment with financial policies.
- Maintain development calendars, donor contact information, grant deadlines, stewardship schedules, and fundraising workflows.

Equip and Support:

- Create compelling fundraising materials and impact reports for donors, foundations, and community partners.
- Assist in the creation and distribution of Annual Reports and other major publications.
- Provide staff and leadership with donor lists, scripts, templates, and stewardship tools to support fundraising responsibilities.
- Stay current on trends and best practices in fundraising, donor engagement, and nonprofit development.
- Handle confidential and sensitive information with discretion.

Why We Value You

- You will develop and execute a comprehensive fundraising strategy to meet annual targets.
- You will manage and grow relationships with existing donors while identifying and cultivating new funding sources.
- You will participate in Just City's strategic thinking and planning for program directions and initiatives.
- You will attend weekly staff meetings, represent Just City at state and national gatherings, and serve as an advocate for our mission and projects.
- You will supervise development team activities to align with broader organizational goals and priorities.
- You are a good sounding board for others, with low ego.
- You are self-motivated, professional, and capable of managing a dynamic workload.
- You thrive in a fast-paced nonprofit environment with multiple priorities.
- You embrace the reality that this job description does not represent 100% of the role and

responsibilities, and other duties may be assigned.

Desired Multipliers:

- Prior experience with cold-calling and new donor prospecting.
- Experience leading nonprofit fundraising efforts, including individual giving, major gifts, annual campaigns, and grant development.
- Demonstrated success managing donor portfolios and cultivating long-term philanthropic relationships.
- Strong writing and storytelling skills, with the ability to translate program impact into compelling donor-facing materials.
- Familiarity with donor databases or CRM systems, with a commitment to data accuracy and stewardship excellence.
- Experience planning and executing fundraising events, donor engagement activities, or community-facing gatherings.
- Ability to design or improve development systems, workflows, and stewardship processes that enhance clarity and donor experience.
- Strong project management skills, with the ability to manage multiple deadlines, priorities, and cross-functional collaborations.
- Comfort working closely with executive leadership and serving as a strategic thought partner on fundraising strategy.
- Experience working within small, diverse teams and navigating the dynamics of a fast-paced, mission-driven nonprofit environment.
- A demonstrated commitment to equity, community-centered fundraising, and values-aligned donor engagement.
- Exceptional networking and relationship-building skills.

Diversity, Equity, & Inclusion

At Just City, we aspire to accelerate community-driven solutions to the problems presented by the criminal justice system. In order to build the strongest team possible, we actively seek a diverse applicant pool with talent that has an awareness of systemic bias and cultural competency for the work we do. Being diverse and inclusive isn't just something we strive for, it is who we are, and part of what we do each and every single day. We want to ensure that as an employee, you feel Just City is a place where, no matter who you are, you feel safe, included, and that you have the opportunity to bring your unique self to work.

Benefits

Benefits are an essential part of your total compensation for the work you do every day. Whether you're single, in a growing family, or nearing retirement, Just City offers a variety of comprehensive and competitive benefit programs to meet your needs including:

- Covering 100% of your total health, dental, and vision insurance premiums as part of an existing group insurance plan
- Reimbursement of up to \$2,000 annually for costs incurred for psychotherapy treatment
- Match of up to 3% of your contribution to a Northwestern Mutual Simple IRA
- Provided computer and electronic equipment suitable to meet the requirements of the position and a monthly telephone stipend

Apply at justcity.org/careers