



<b>Job Title</b>	Development Associate
<b>PVN ID</b>	JJ-2507-006928
<b>Category</b>	Administrative Services
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Institute for Justice and Opportunity
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 17, 2025 (Or Until Filled)

## General Description

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The Development Associate at the Institute for Justice and Opportunity plays a key role in supporting fundraising activities to meet the development and communication goals of the Institute. The Development Associate will update and report findings from the donor database, conduct research on new prospects, support special events, and provide related administrative support functions. This role also contributes to creating and distributing promotional materials for events, including social media posts, flyers, and collateral. The Development Associate will assist in the implementation of the annual development and communications plan. This position requires independent thinking, the ability to thrive in a fast-paced environment, and the flexibility to manage multiple projects.

### **ABOUT THE INSTITUTE:**

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more, please visit our website: <https://justiceandopportunity.org/>

The Institute prides itself on being the leading organization in NYC that works with individuals who often face extreme barriers to employment, current or former homelessness, substance abuse disorders, and/or low educational attainment.

## Other Duties

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## **General Responsibilities:**

- Conduct research to identify potential gifts, including individuals, and corporations
- Maintain accurate and up-to-date records of donor information and research
- Support the development of a donor cultivation strategy to ensure a steady pipeline of prospects for fundraising efforts
- Coordinate with outside vendors and partners to ensure event success
- Create printed and online fundraising materials

## **Communications and Marketing:**

- Create promotional materials such as flyers, brochures, and digital content for events and donor outreach
- Write appeal letters and social media posts to engage current and potential supporters
- Work with staff and students to identify family stories and other impactful narratives for communications

## **Donor Stewardship & Cultivation:**

- Draft and send acknowledgment letters to donors in a timely
- Provide ongoing grant/foundation research support to the development team
- Write grants to secure future funding for the organization

## **Other Duties:**

- Support Latine Committee with robust notetaking from data analysis
- Synthesize prior research for the Date Collaborative for Justice (DCJ)
- Provide on-site support for Latine Committee meetings
- Engage in ongoing professional development to stay informed on best practices in nonprofit development and communications
- Attend and participate in institute-wide events as required
- Other duties as assigned

## **Qualifications**

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### **Required Skills/Abilities:**

- Excellent verbal, written, and interpersonal communication
- Capacity to work in a collaborative environment while maintaining strong attention to detail
- Ability to work both as a team player and independently
- Computer proficiency, particularly with Microsoft Office, Google Suite, and knowledge of social media platforms
- Commitment to the organization's mission and values
- Strong organizational skills, with the ability to prioritize tasks and shift priorities when necessary

### **Education and Experience:**

- 2-year degree in Marketing, Communications, nonprofit management, or a related field; Bachelor's degree preferred

- 1-2 years of experience in nonprofit development or event
- Candidates with lived experience are strongly encouraged to apply

Interested candidates, please send cover letter and resume