

Part-Time Development Director

The Creating Law Enforcement Accountability and Responsibility project (CLEAR) at the City University of New York (CUNY) School of Law, seeks a part-time Development Director to support and cultivate our development efforts.

CLEAR is housed at Main Street Legal Services, Inc., the non-profit clinical arm of CUNY School of Law. CLEAR provides holistic legal services and support to communities targeted by so-called counterterrorism or national security law enforcement practices. Learn more about CLEAR [here](#).

The CLEAR Development Director will serve part-time (21 hours a week). The position will report to the CLEAR Director and work closely with CLEAR staff attorneys and other development personnel at CUNY School of Law. The Development Director will focus on building an individual donor program; on assisting with the research, writing and editing of CLEAR's grant proposals, letters of inquiry, and reports to institutional funders; and on general correspondence and communications with donors and supporters. The successful candidate will be a self-starter and strategic thinker with excellent organizational, written and verbal communication skills. The ability to work independently while adhering strictly to internal and external deadlines will be crucial. A background in fundraising and development is required. Familiarity with the issues affecting the clients and communities that CLEAR serves is preferred.

Work will be done remotely, with meetings held at CUNY School of Law and elsewhere in the New York City area. The position is for an initial term of one year. Hourly compensation is competitive and scaled to experience.

Duties and responsibilities include the following:

Individual Donor Program

- Facilitate mobile-optimized giving and via CLEAR's website.
- Maintain and grow CLEAR's database of current and potential donors.
- Regularly engage donors and supporters about CLEAR's work, including by quarterly email updates, regular social media posts, and revisions to website content.
- Develop 1-2 electronic fundraising campaigns per year.
- Organize 1-2 fundraising events per year.
- Develop donor call time list for CLEAR staff.

Institutional Funding

- Maintain relationships with current institutional donors, including 1-2 touchpoints per year.
- Maintain calendar of due dates and keep team on track to submit timely proposals and reports.

- Assist with drafting letters of intent, grant proposals, and grant reports.
- Identify and lead engagement of prospective institutional donors.
- Accompany CLEAR staff on site visits, calls, and meetings and track fundraising progress.

Qualifications:

- Bachelor's or Associate's degree
- Fundraising track-record with a minimum of 2 years of experience in development
- Exceptional writing skills
- Exceptional organizational skills
- Proficiency in MS Office software, with other design software skills a plus
- Experience with relational donor databases, including Raiser's Edge, preferred

Application Instructions:

Please submit a cover letter and resume in PDF form to cunyclear@law.cuny.edu. Review of applications will begin on January 11, 2019. The current objective is to conclude this search by March 1, 2019.

Equal Opportunity Employer:

We encourage people with disabilities, minorities, veterans, and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity.