Job Opening

Deputy Director
NCCJ

Are you a skilled fundraiser who is ready to move up into senior management? Do you want to be part of a team dedicated to promoting inclusion and acceptance? Then come work for the National Conference for Community and Justice (NCCJ [www.nccj.org]). We provide highly regarded programs, conferences, public forums and dialogues for adult and youth audiences throughout Connecticut and Western Massachusetts.

We are currently recruiting a mission-driven Deputy Director, who will take the lead in developing and implementing NCCJ’s diversified development program, and will oversee all non-program activities and functions. The Deputy Director is member of the leadership team and supervises the Development Manager and the E-Communications/Marketing team as well as finance and IT consultants.

This full-time position—based in Windsor, Connecticut—is available March, 2020.

RESPONSIBILITIES:

Development:
The Deputy Director takes the lead in developing and implementing an annual development plan for donor cultivation, stewardship and solicitation strategy that incorporates foundation and corporate support, events, and direct mail. Specific responsibilities include:

- Manage the foundation and corporate grantwriting function, taking the lead in grantwriting and overseeing others engaged in prospect research and reporting responsibilities.
- Participate in presentations to current and potential donors and other stakeholders.
- Supervise the Development Manager, providing support and guidance in the execution of special events and annual fund activities.
- Analyze donor data to assess progress and to inform subsequent fundraising strategy.

Organizational Leadership:
The Deputy Director oversees all the functions that support our programmatic activities, including marketing, communications, finance, HR, and IT. Specific responsibilities include:

- Work with staff to ensure an effective marketing and communications program that integrates social media, e-marketing, website presence, and printed publications.
- Oversee and evaluate the work of the E-Communications & Marketing team.
- Supervise and serve as primary liaison to outsourced finance staff responsible for budgeting, financial reporting, A/P, A/R, payroll and the general ledger.
- Serve as NCCJ’s human resources officer, overseeing thoughtful personnel practices and policies that align with organizational values and priorities, including searches, hiring, on-boarding, promotions, evaluations, employee relations, compensation (salary and benefits), payroll, etc.
- Coordinate the recruitment and use of volunteers.
- Oversee and evaluate the work of outsourced IT professionals, ensuring that NCCJ’s current and anticipated technology needs (hardware, software, data storage, security, etc.) are identified and met.
QUALIFICATIONS:
The successful candidate will demonstrate a passion for NCCJ’s mission, will present a record of senior-level management experience, and will bring notable experience with grantwriting and other development skills. Specific qualifications include:
- Diverse development experience with an emphasis on grantwriting and the annual fund.
- Minimum 4 years’ senior-level management experience (i.e. supervision, HR, planning, etc.), preferably in a nonprofit setting.
- Exposure to nonprofit financial management, including budgeting and reporting.
- Excellent managerial, supervisory and administrative skills.
- Strong grantwriting skills.
- Ability to manage multiple and occasionally conflicting priorities.
- Bachelor’s degree required; relevant Master’s degree helpful.
- Formal fundraising certification helpful.
- Must be able to attend periodic evening and weekend meetings and events.

ABOUT NCCJ:
NCCJ was founded in 1927 as a national organization, the same year this branch was opened. We are a human relations organization that promotes inclusion and acceptance by providing education and advocacy while building communities that are respectful and just for all. NCCJ works with schools, workplaces and communities to improve academic achievement, increase workplace productivity and enhance inclusion everywhere. We do great work with a very small and dedicated staff. All employees are true believers in the mission and have a strong team approach. We have a committed staff of 8 and an engaged Board of Directors.

As part of demonstrating commitment to our mission, all NCCJ staff are required to participate in at least one social justice workshop annually and an anti-racism workshop within the first 18 months of employment.

NCCJ provides competitive salaries and comprehensive benefits, including: 3 weeks of vacation, 9 holidays, 3 personal days, 15 sick days, medical and dental plans, free life and long-term disability insurance, and a 403b match.

TO APPLY:
Please send a thoughtful cover letter and resume to programs@nccj.org by March 20, 2020. Resumes will be reviewed as they are received.

NCCJ is an equal opportunity employer. NCCJ does not discriminate against any employee or applicant for employment because of race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation or gender identity, citizenship/authorized alien status, or veteran status.