

# National Police Accountability Project

A Project of the National Lawyers Guild

## **Development and Finance Director**

### **Position Overview:**

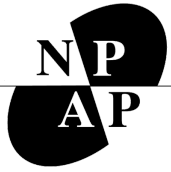
The Development and Finance Director (DFD) is a full-time member of NPAP's leadership team. The DFD is responsible for planning, supervising, and executing fundraising programs and leading the progression and expansion of the organization's fundraising strategies. The DFD works closely with NPAP board and staff and is supervised by the Executive Director. This is an exempt-managerial non-union position.

**Location:** New Orleans, Louisiana is preferred but we will consider candidates who wish to work remotely.

**Salary and Benefits:** Compensation is dependent on experience with a minimum salary of \$80,000 plus generous benefits package that includes health, dental, and vision insurance; an employer 401k match; and paid vacation time, sick days and personal days.

### Qualifications

- At least 4 years of fundraising experience in the nonprofit sector with growing confidence in leading and managing a development program and team. Candidates comparable fundraising experience in other sectors will be considered.
- Experience developing, planning, and leading comprehensive fundraising strategies, including end of year campaigns.
- Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes and supervising staff to help execute specific tasks.
- Knowledge of foundation grant writing and application.
- Skill in creating powerful, compelling written communications for fundraising and donor engagement.
- Ability to orally convey complex ideas through brief, simple messaging.
- Ability to coach and inspire others to engage in donor solicitation and engagement tasks on behalf of a nonprofit organization.
- Ability to build systems that support a national team.
- Strong communication, listening, and influencing skills.
- Ability to build a supportive, engaged, and loyal donor community and manage an effective donor-relations program.



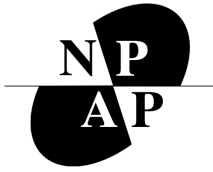
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- Proficiency with CRM tools like Salesforce, and confidence in learning new CRM tools such as CiviCRM.
- Familiarity with foundation and grant database platforms.
- Proficiency with office technology and information systems including QuickBooks, QuickBooks Online, Word, Excel, Outlook, PowerPoint, Teams, and Zoom.
- Experience developing and managing nonprofit organizational budgets.
- Strong interest in police accountability and criminal legal reform, particularly as it relates to legal strategies to support criminal legal system reform.
- Effective at collaborating with others to reach common goals and objectives.
- Willingness to travel nationally to meet with donors, members, and staff as needed.

## Development Responsibilities

- Oversee the development of a comprehensive annual fundraising plan that identifies specific fundraising goals, timelines, and targets for proposals and appeals.
- Build and manage major gifts programs including identification, cultivation and solicitation of major donors.
- Manage the creation of strategies to cultivate, solicit, retain, and increase the number of existing donors who regularly make gifts.
- Identify and create strategies to expand, recruit, retain, and quantifiably grow the base of donors – at all levels including people who identify as Black, Indigenous, or Persons of Color.
- Oversee the development and coordination of a comprehensive planned giving program.
- Draft and coordinate communications and acknowledgements to donors.
- Develop, manage, and execute major fundraising projects, including virtual and in-person events.
- Conduct prospect research.
- Coordinate with the Board of Directors and Development Committee on development-related projects.
- Ensure Board member contribution compliance.
- Support Executive Director in writing and submitting grant proposals.
- Support Executive Director in cultivating relationships with foundations.
- Reconciliation of donations against donor commitments.
- Revenue reconciliation of donations received against monthly revenue.
- Supervise operations staff in capturing and maintaining donor information, such as contact information, preferred name, preference for mode of communication, subscriptions, etc.
- Supervise NPAP staff—including future positions that will directly report to the Development Finance Director — in executing fundraising projects, including mailings, membership drives, and events.
- Coordinate with NPAP communications and public relations teams to ensure public facing messaging is consistent with development goals.



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## Financial Responsibilities

- Support Executive Director in developing a fiscally responsible annual budget, including but not limited to advising on projected revenue, appropriate program expenses, and expenditures on employee benefits.
- Coordinate with professional bookkeeper to gather and monitor financial data.
- Maintain the financial systems, payroll, and bank accounts in a fiscally responsible manner, and keep complete and accurate records of these accounts.
- Work closely with the bookkeeper and staff to ensure timely and accurate remittance of invoices and collection of funds owed to the project.
- Prepare and submit financial reports and documents on behalf of NPAP.
- Monitor investment accounts and serve as the primary point of contact with outside investment advisors.
- Monitor budget compliance and provide accurate, timely, complete, and easily understood quarterly, annual, and as-needed reports to the Executive Director, Board, and Executive Committee.
- In coordination with the Finance Committee, maintain and update financial and investment policies.
- Ensure timely filing of tax returns.
- Ensure timely renewal of all insurance policies.
- Maintain internal financial control safeguards.
- Process 401(k) contributions and other administrative 401(k) activities.

## Application Procedure

Please send your resume, cover letter, and three professional references to Re'Neisha Stevenson, by email to [assistant.npap@nlg.org](mailto:assistant.npap@nlg.org). We will begin reviewing applications the week of September 26, 2022 but the position will remain open until filled.

NPAP is an equal opportunity employer and strongly encourages applications from all qualified individuals including women, people of color, persons with disabilities, formerly incarcerated individuals, and lesbian, gay, bisexual, transgender, and gender nonconforming individuals.