



Children's Policy and Law Initiative of Indiana

Working for the fair, equitable, humane and just treatment of children

POSITION ANNOUNCEMENT **Major Gifts and Development Associate**

Introduction

The Children's Policy and Law Initiative of Indiana (CPLI) is a non-profit organization that advocates for the fair, equitable, humane, and just treatment of all children, seeking to reform laws, policies and practices that increase the risk of children becoming involved in our justice system. CPLI engages in collaborative public policy work through the Indiana Coalition for Youth Justice and other stakeholder coalitions, offers multiple advocacy programs annually, conducts the Youth Justice Leadership Program to lift youth voices in reform efforts, and trains educators and schools through the Positive School Discipline Institute (PSDI) to help reduce out-of-school suspensions and school-based arrests. CPLI's work promotes understanding and embraces culturally-responsive, trauma-informed practices. The **Major Gifts and Development Associate** is a full time position that will support the mission and future growth CPLI and its programs.

Position Description

The **Major Gifts and Development Associate**, as an integral part of the CPLI Team, is responsible for coordinating and supporting the organization's vital revenue streams. This position helps develop and execute the annual fundraising plan, while increasing brand awareness and revenue to support the strategic direction of CPLI; works with a volunteer board and committees to organize fundraising activities; manages the development budget; engages in grant fundraising and assists with grant administration; helps promote revenue generating programs; implements systems to track and cultivate donors and prospects; and assembles team members to raise funds through sponsorships and donations. Qualified individuals should have an understanding of equity and culturally-responsive practices, a commitment to social justice and the goals and values of the organization, and a passion to end practices that perpetuate the school-to-prison pipeline and criminalization of children. This position works closely with the President/Executive Director, the CPLI staff, and the Board of Directors, to help set the strategic direction of the organization and the development of organizational activities and programs. Additional duties include: making direct, face-to-face solicitations; engaging in online and social media fundraising; and communicating fundraising goals throughout the organization and equipping team members to reach them.

Qualifications and Experience:

- A passion to work in the non-profit sector to end the criminalization of young people and achieve fair, equitable, humane and just treatment of all children.

- A Bachelor's Degree as a minimum academic requirement, with experience in non-profit management, grant writing and development desirable.
- The capability of crafting solutions and opening doors to new donor relationships; managing diverse teams to reach a common goal; initiating, managing and completing projects within deadlines; and making timely, effective and ethical decisions.
- The ability to: actively listen to all constituents; know how to identify mutual benefits; and communicate excellently, both orally and in writing, to compel audiences to engage in our work.
- The ability to: organize, motivate and lead volunteers to success through ad hoc event committees; seek out and cultivate relationships that lead to increased organization funding; and meet organization fundraising goals, through cultivating diverse funding streams.
- The personal attributes of being strong organizationally, and having excellent presentation skills and the ability to interact with and relate well to others, working collaboratively as a team and independently as a self-starter.
- Working knowledge of: Microsoft Office Suite (especially Word, Outlook, Excel and PowerPoint); Web-Based Data (SurveyMonkey; Wufoo); Marketing Tools (Social Media, Constant Contact, Photoshop, Canva); Website Management (Weebly); and Donor Management Technology. Experience with and ability to learn various online technologies are essential.

Compensation and Process to Apply

The **Major Gifts and Development Associate** is a full-time position. The position becomes available August 15, 2022. Annual Salary with Benefits is: \$55,000. Interested individuals should send their resume, letter of interest, and 3 references to JauNae Hanger at jhanger@wapleshanger.com.

The Children's Policy and Law Initiative of Indiana provides equal employment opportunities to all applicants for employment, and encourages applications from people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. We are a member organization of the National Juvenile Justice Network, www.njjn.org, and the Indiana Coalition for Youth Justice, www.INjustice.org. Please visit CPLI's website: www.cpliofindiana.org.