



JOB POSTING

Part-Time Development Manager

Sex Workers Project at the Urban Justice Center

New York, NY

The Urban Justice Center serves New York City's most vulnerable residents through a combination of direct legal and social services, systemic advocacy, community education and political organizing. The Urban Justice Center's unique model supports 10 distinct Projects that serve different populations with legal or social services, and bring the voices of their clients into broader advocacy efforts. Founded in December 2001, the [Sex Workers Project \(SWP\)](#) at the Urban Justice Center is the first and only program in the country to focus on the provision of legal and social services to sex workers. SWP protects and promotes the rights of individuals who engage in sex work, regardless of whether they do so by choice, circumstance, or coercion. Our clients include current and former sex workers, people profiled as sex workers, and survivors of human trafficking - including people of all genders - who encounter enormous barriers to accessing services. SWP engages with this critically underserved population through therapeutic counseling and case management, legal service provision, outreach, and leadership development. We engage in research and policy advocacy, working to document the needs of sex workers and survivors of trafficking, and educate the media, the public, and policy-makers about our findings.

The Development Manager will assist the SWP Managing Directors in ensuring financial sustainability for the organization. SWP has recently gone through a period of rapid fundraising growth and this is an excellent opportunity to join a team of expert service providers and social justice policy advocates during a period of stability, building systems, and planning for the future. The Development Manager will hold responsibility for 1) government contracts and proposals, 2) foundation fundraising, and 3) individual donor cultivation tasks.

This is a part time position that will work at least 3/5 FTE (or 24 hours of work per week) with the possibility for growth.

ESSENTIAL JOB FUNCTIONS:

Government:

- Assist the Managing Directors on fulfilling the documentation and reporting requirements of 4-6 city and state government grant contracts, and periodically coordinating the submission of renewal requests
- Track city, state and federal government contract opportunities, identify potential matches, write proposals, and propose plans for submitting new contract requests

Foundations:

- Assist the Managing Directors on managing the current portfolio of 4-6 foundation grants, coordinating reports and renewal requests, and maintaining accurate information on foundations
- Research and track new foundation funding prospects, keeping track of deadlines for new applications

Individuals:

- Assist the Managing Directors on supporting the Host Committee in planning the 300+ attendee community gala each spring and coordinate staff engagement in the event
- Manage individual donor database and coordinate occasional e-mail updates

QUALIFICATIONS & SKILLS:

1. At least 2 years of fundraising experience working with foundations, government, and/or individual donors; or 2 years of service provision or advocacy experience and sincere interest in a fundraising job
2. Demonstrated airtight project management skills, particularly the ability to facilitate a process from assignment to completion while including multiple stakeholders of input and little margin of error

3. Excellent interpersonal, diplomatic and communication (verbal & written) skills that can identify and speak fluently to funder interests
4. Ability to plan work in advance, juggle multiple tasks, work independently, assess priorities, respond to timely new opportunities that may arise, and take initiative
5. Passion for the Sex Workers Project mission and a commitment to harm reduction, social and economic justice, and/or criminal justice reform
6. People of color; gay, lesbian, bisexual and transgender people; people with disabilities; and people with life experience with sex work are especially encouraged to apply

COMPENSATION:

The salary range for this position will be commensurate with experience, and the Development Manager will have the option to receive a generous benefits package.

APPLICATION INSTRUCTIONS:

Send an e-mail with one single PDF document containing both a brief cover letter and resume to blentz@urbanjustice.org by March 30, 2015. Interviews will be scheduled on a rolling basis, and early applications are encouraged.