

TITLE: CJR Program Director

SUPERVISOR: *Jamie Gates*

Full or Part Time: Part time

Work Hours: 10-15 hours per week

Position Type: Staff/Administration

Department: Center for Justice and Reconciliation (CJR)

Coordination: Close inter-department coordination with University Advancement, Alumni Relations, Public Affairs, External Relations, Marketing and the Office of Strengths and Vocation

Location: Point Loma

Summary: This position serves as a liaison to strategic partners, builds connections to alumni, coordinates fundraising efforts of the CJR and manages external relationships for the CJR.

Responsibilities:

External Relationships:

- Develop and implement a plan, in coordination with the appropriate offices, to support CJR program goals.
- Coordinate with appropriate office(s) to promote the CJR through media.
- Represent the CJR on designated community, network and strategic partner groups.
- Build and foster relationships with key network partners, community leaders, foundations and government officials.
- Coordinate and implement communications of the CJR.

Planning:

- Develop and implement, in coordination with the Office of Strengths and Vocation and Alumni Relations, a mentoring and internship program with PLNU alumni for students pursuing a vocation in justice and reconciliation work.
- Work with CJR student interns to implement the work of the CJR.

Funding:

- Create and implement development plan, with annual approval of the VP of External Relations, to cultivate and sustain CJR donors, PLNU social justice related alumni, foundations, partners, and network alliances, both locally and nationally.

- Create and implement an outreach program targeting alumni who work in justice and reconciliation efforts.
- Identify, cultivate and solicit donor support by developing and maintaining relationships with prospects.
- Support the development and funding of the Beauty for Ashes Scholarship Fund
- Develop campaign materials, case statements and project plans to support fundraising goals.
- Work in collaboration with CJR team to prepare reports and materials.
- Build working relationship with University Advancement staff to coordinate fundraising efforts.
- Participate in special projects as assigned.

Knowledge, skills and qualifications:

- Strong interpersonal skills
- Excellent verbal and written communication skills
- Experienced marketing and presentation skills
- Excellent project management abilities
- Ability to maintain and foster relationships with diverse constituency
- Ability to solicit gifts
- Ability to analyze, adopt effective course of action and initiate, plan and meet deadlines while managing multiple priorities
- Ability to motivate and develop others
- Bachelor's degree plus 5+ years of business experience
- Ability to work independently; excellent analytical, critical thinking and self-motivational skills; excellent advocacy and persuasive skills
- Ability to establish and maintain cooperative working relationships with field personal, outside business associates, and senior level management
- Ability to be flexible, adaptable and maintain confidentiality

Physical Demands:

Ability to sit for long periods of time; hear and speak in person and by phone; near vision; use of personal computer; maintain professional image.