

Administer Justice

Chief Development Officer Opportunity Profile

Administer Justice (AJ) is a national ministry headquartered in Elgin, Illinois, empowering vulnerable neighbors with the help of a lawyer and the hope of God’s love through the home of the church. Our vision is to expand access to justice and Jesus through 1,000 gospel justice centers transforming lives in the name of Christ. Before this can happen, we need a talented Chief Development Officer (CDO). AJ’s CDO will lead a high impact team in marketing, communication, fundraising and events. They will serve on the leadership team and work with the CEO and Board in doing something that has never been done before—advance gospel justice for the underserved through local churches across America.

THE PROBLEM WE ARE ON MISSION TO SOLVE

Today there is a crisis in America. It goes beyond the economy, the pandemic or race relations. When you look carefully, even within your own neighborhood, the crisis leaving a devastating wake —is in our Justice System. America ranks 110th in the world for providing affordable access to justice. Today, one in three Americans cannot afford the high cost of lawyers. Did you know that one of your neighbors is turned away from legal help every second—that is 120 people in the time it takes to read this page —and 36 million requests this year. While TV and movie characters say “you have the right to a free attorney” that is only true if you are charged with a serious crime—NOT if you are the victim of violence, unfairness, or discrimination. Without legal guidance, individuals are 21% more likely to be abused, 47% more likely to experience financial, physical, and emotional loss, and 70% more likely to need public assistance. But what is equally devastating is the confusion, isolation and fear our neighbors experience as they face legal challenges alone.

Mission: Since 2000, Administer Justice has stood in the gap to empower vulnerable neighbors with the help of a lawyer and the hope of God’s love. We exist to invite others to use their gifts to advance God’s kingdom of justice and righteousness. God’s heart beats for justice for the poor which is the second most prominent theme in the Bible. Because He cares, so do we. While Americans face 150 million civil legal issues a year, only one in five problems are ever reported and only 14% of those problems receive adequate attention. In a nation that pledges, “liberty and justice for all,” that should not be. As Christ followers called to administer true justice (Zech. 7:9), that must not be. Together we can change that story.

Vision: Our vision is to see 1,000 Gospel Justice Centers transforming lives in the name of Christ. Transformation takes place as a trained team of volunteers establish neighborhood Gospel Justice Centers. Each Center uniquely Affirms dignity & sustainability, is Biblical & Holistic, while being Church-led, team-supported and neighborhood based. The team provides legal, social, and spiritual support through a Justice Champion leader, Community Advocate promoter, Hospitality Specialist, Prayer, Intake Specialist, Interpreter, Attorney, Client Advocate, and Client Follow-Up Advocate. Our logo demonstrates many diverse hands coming together to shine the light of the Holy Spirit into the darkness of injustice. We multiply impact through volunteers using their gifts to do justice, love kindness and walk humbly with God (Mic. 6:8).



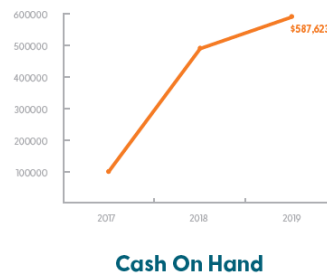
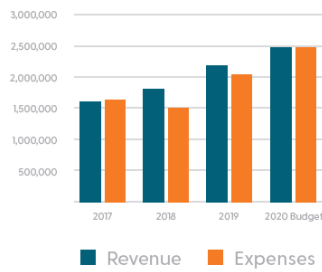
Values: No one does justice alone. We value everyone doing their P.A.R.T. (1 Cor.12:12). We are *professional, adaptive, result-oriented, team-players*. We live these values through our work knowing that our boss is Jesus. We embrace the truth that “Whatever you do, work heartily, as for the Lord and not for men,” (Col. 3:23). Our values drive us to measure and improve results. We perform with excellence because we know we will give an account. This drives us to work through three teams to Engage, Equip and Ensure great outcomes. As a team, we use a model called Traction to align our mission, vision, and values. We align ourselves around a common desire to get it, want it, and have the capacity to do our part.

YOUR OPPORTUNITY

Administer Justice is currently seeking a talented full-time Chief Development Officer to scale our fast-growing national ministry. We are looking for a hardworking, passionate, strategic executor with demonstrated leadership in marketing, communications, and fundraising. This person is excited for the joy and challenge of applying his or her time, talents, and treasures to make a significant impact in the lives of thousands of vulnerable neighbors as they seek justice and find freedom to the glory of God.

The CDO will lead a team of four individuals and work with strategic vendors. Presently, the team includes:

- Development Manager (PT), based in Phoenix, Arizona,
- Director of Development and Communication (PT), based at HQ
- Justice Center Lead Development (FT)
- Executive Assistant to CEO (PT) .



Statement of Financial Activities

Support & Revenue	2019	2018	2017
Contributions	\$584,741	\$539,553	\$374,315
Special Event	\$134,406	\$120,871	\$53,229
Grants	\$115,500	\$119,250	\$12,500
In-kind contributions	\$1,274,001	\$813,799	\$1,100,586
Program Fees	\$40,509	\$31,644	\$12,176
Other Income	\$3,104	\$5	\$7
Donated Property		\$200,000	
Total	\$2,152,261	\$1,825,122	\$1,652,813

Functional Expenses	2019	2018	2017
Program Services	\$1,948,538	\$1,413,981	\$1,592,849
Management and General	\$41,599	\$51,798	\$40,346
Fundraising	\$50,408	\$50,639	\$35,083
Total Functional Expenses	\$2,040,545	\$1,516,418	\$1,668,276
Change in Net Assets	\$111,716	\$370,940	(\$15,964)
Net Assets – Beginning of Year	\$475,907	\$104,967	\$120,931
Net Assets – End of Year	\$587,623	\$475,907	\$104,967

In 2020, we finished the year around \$1,012,000 in cash revenue and \$871,000 in cash expenses. We will have another \$1,100,000 in audited professional in-kind revenue/expense. Our cash reserves are just under \$3M. Our 2020 audited financials will become available soon.

The new CDO has opportunity to expand donor support and engagement. Presently the organization has 4,243 lifetime donors with 615 who typically give in a year. Last year we added 109 new donors and our average donation was \$1,617.

Ministry Highlights:

- CEO Bruce Strom is the author of Gospel Justice and a national leader in biblical justice for the poor and vulnerable.
- The Salvation Army recently signed off on promotion of Administer Justice in all their sites in the Western Territory (14 western states).
- Two-million-dollar donations were recently secured.
- A major marketing initiative is under way to reach attorneys and encourage volunteer service.

The new CDO will have a budget for hiring and working with vendors to mobilize promoters, volunteers, donors, and lawyers to get involved. Additionally, the new CDO will have the benefit of collaborating with an externally-facing CEO, who values and is passionate about donor development and biblical generosity. A successful CDO will need to exhibit the following traits:

Strategic Thinker

- Proactive partner with the senior leadership team on all strategic issues as they arise; providing

recommendations based on donor analysis and projections, marketing and communication analysis, and regular lead analysis.

- Help lead AJ's approach to non-profit financial certification acquisition and impact reporting.
- Lead the strategy for the marketing campaign and all communication.
- Lead and implement AJ's strategic approach to donor retention and expansion.
- Lead AJ's strategy to implement a new major gifts program, leveraging the CEO's influence, network, and availability, and scaling the ministry's reach.

Leader

- Lead the Engage Team in setting goals, milestones for completing, and measurables to advance marketing, communication, and development.
- Lead the Engage Team in regular meetings to identify issues that create barriers to progress.
- Lead the Engage Team in an annual Restore conference, Justice Sunday promotion, and fundraising breakfast in the Chicago area, Phoenix area, and determine other areas.

Team Player

- Drive cross-functional collaboration for good communication between teams internally, between teams and volunteers, and with outside stakeholders.
- Critically evaluate all development processes for improvement and communication as needed across teams.
- Collaborate with key vendors/partners for capturing video stories of impact in volunteers, clients, and others.

The impact you will have: When done well you will experience joy from:

- Knowing you were used by God as his instrument in moving his church and his people to advance his heart for justice in a way that has never happened before.
- Seeing the success of the ministry resulting from inspired confidence and trust through full transparency in donor development.
- Knowing your leadership led to growing ministry sustainability.
- Seeing national impact through the roll out of the marketing campaign, growth of the Restore conference, and expansion of Justice Sunday.
- Seeing lives transformed through the expansion of Gospel Justice Centers.

SKILLS NEEDED

The skills needed to ensure the success of the role include:

1. **Competent** – A humble, strategic thinker with a big-picture mentality who demonstrates leadership of teams toward a common mission.
2. **Committed** – Passionate about the mission of the organization. Demonstrates grit in pushing through obstacles to advance God's heart for justice.
3. **Communicative** – Able to communicate opportunity to donors, volunteers, and other stakeholders in writing and speaking. Generous and able to share the joy of generosity. Naturally pursues the interest of others ahead of the interest of Administer Justice. We are a guide to God's heart for justice, not the hero of justice.
4. **Creative** – Flexible, thinks outside the box, figures out how to say "yes" and make things possible! The ideal candidate seeks opportunities to advance the mission and helps lead the organization into the exciting future God has for Administer Justice.

WHAT SUCCESS LOOKS LIKE

Success in this role is measured by:

- Growth in new donors while reducing donor turnover (a decrease in LYBUNT).

- Achieving or exceeding overall fundraising goals along with the CEO.
- Increase in new promoters measured by signups for news/content from the website.
- Successful advancement of Engage Team goals and objectives.
- Growth in Restore attendance.
- Growth in churches participating in Justice Sunday.

QUALIFICATIONS

- In a growing, energetic relationship with Jesus Christ and aligned with Administer Justice’s Statement of Faith.
- A collaborative and flexible style, with a strong passion for expanding access to justice and Jesus. Needs to be a team player who advances “we” not “me.”
- Bachelor’s and/or master’s degree in marketing, communication, development, or equivalent degree.
- The CDO will have at least seven or more years of professional experience, ideally including development in a high-growth nonprofit organization. She or he will have experience creating and driving communication across the organization and demonstrate leadership of teams.
- Must demonstrate aptitude toward using donor systems.
- Knowledge of grants and financial certification processes is a plus.
- Experience with events and volunteers is a plus.
- Demonstrated understanding of strong analytical skills and experience interpreting a strategic vision into an operational model.
- Demonstrated effective interpersonal skills, resourceful and creative problem-solving, conflict, and ethical management.
- Motivated by good stewardship and seeing the impact that has on the team as they advance God’s kingdom of justice.

COMPENSATION

The position is full-time salaried exempt and provides health insurance, retirement, holidays, paid time off days, education stipend, phone stipend, and other reimbursements. Compensation is benchmarked against not for profits of comparable size and experience with a range of \$80,000 - \$100,000. If required, a stipend for relocation expenses is also included.

INQUIRY PROCESS

If after reading this description, you have interest in the CDO position at Administer Justice and feel you meet the qualifications for the role, you are invited to submit the following information for consideration:

- Your resume or CV (in Word format).
- 3 references (at least 1 ministry, 2 professional peer/colleague). Include phone and email information for each reference. *These references will be contacted later in the process and only with your prior approval.*
- Written response to:
 - Share your personal faith story. How and when did you enter a personal relationship with Jesus Christ? How have you been growing spiritually? How do you stay spiritually refreshed amid a busy life?
 - What specifically about Administer Justice is attracting you to apply for this position? What experiences and/or accomplishments have you had that make you an ideal fit for the position?
 - Please read “Time-Tested Distinctives for Transformative Gospel Justice Impact” and share two insights that struck you most and why.

Please submit your information to: Jules Roper, (jroper@administerjustice.org) COO, Administer Justice.