

THE PUBLIC JUSTICE FOUNDATION

JOB DESCRIPTION FOR THE DEVELOPMENT PROGRAM ASSISTANT - June 2016 Full-Time Position

JOB TITLE: DEVELOPMENT PROGRAM ASSISTANT

Reports to: Development Director

Basic Functions: Assist

Supervises: n/a

Public Justice, a national public interest law firm, seeks to hire a Development (fundraising) Program Assistant to provide support for the Development Department and the Development Director on all assigned tasks. Salary commensurate with experience. Attractive benefits package provided.

JOB RESPONSIBILITIES:

1. Work with the Development Director and other staff to meet the needs of any Board Committees that are supported by development team, including, but not limited to the Development Committee and the Board Development & Nominating Committee.
2. Maintain Major Donor/Special Gifts/Campaigns prospect lists. Maintain all major donor correspondence, including acknowledgement letters, receipting.
3. Assist with routine correspondence and member inquiries, and perform basic administrative duties such as filing, faxing, phoning, copying and proofreading, primarily related to major donors.
4. Work with the Membership Manager to generate and send renewal letters for High \$ Members. Support Membership Manager in special campaign appeal mailings.
5. Pull monthly development revenue figures and ensure they reconcile with accounting. Produce monthly dashboard based on development revenue. Produce monthly unreconciled income reports.
6. Assist in implementing strategies for membership development and cultivation, including database queries and data exports; cleaning up, segmenting and adding necessary information, such as source mailing codes, to mailing data lists.
7. Perform routine donor research, making additions and corrections to individual member records including address and phone updates. Perform additional donor research as requested by the Development Director.

8. Provide assistance on processing, gift entry and generating reports in Donor Perfect Online as needed. Also provide assistance in updating membership database and processing returned mail making additions and corrections to individual member records.
9. Perform other tasks as assigned.

Requirements and Qualifications:

- Strong skills with Microsoft Office, primarily Word, Excel and Outlook;
- High level of comfort in working with online applications and database software;
- Desire and ability to take initiative and stay busy;
- Excellent organizational skills and impeccable attention to detail;
- Ability to communicate, in writing and orally, in a professional manner;
- Ability to juggle multiple assignments concurrently;
- Good judgment and ability to maintain confidential information;
- Ability and willingness to roll up sleeves to accomplish whatever needs to get done.

To apply, please send a cover letter along with your resume to jlopez@publicjustice.net. No phone calls please. For more information about Public Justice, please visit our website at <http://www.publicjustice.net>.

Public Justice values and promotes diversity. We invite applications from candidates regardless of race, gender, national origin, sexual orientation, age or disability.