



## **MEMBERSHIP MANAGER**

Public Justice, a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses, is looking for a Membership Manager to lead the continuing expansion of the organization's membership program. This is a unique and exciting opportunity to help raise funds for some of the most critical legal and social issues facing the country, from climate change to anti-bullying efforts and sustainable agriculture programs. (For a full portfolio of the issues we tackle, visit [www.PublicJustice.net](http://www.PublicJustice.net) and click on 'What We Do.')

The Membership Manager works with the Development Director to develop and implement strategies for acquisition, retention and cultivation of major donor members (\$6,000 +) and mid-level members and supporters (i.e., those who give \$300-\$2,999 annually).

We're looking for a talented and creative fundraiser with a passion for building, sustaining and growing donor relationships and an interest in communicating Public Justice's work, and progress, to our most dedicated supporters.

### **Job Responsibilities:**

1. Lead all membership acquisitions, cultivation, renewal and upgrading activities for identified categories of members and prospects; draft compelling and effective solicitations, recruitment and renewal correspondence for Public Justice Foundation members and prospective members. Manage the distribution process for these correspondences.
2. Identify, develop and implement creative strategies and campaigns geared toward increasing both total membership and annual member income. Establish and meet overall membership goals annually. Work with Development Director to create benefits and strategic membership levels.
3. Respond to membership inquiries; interact with donors and prospects via phone, email and at cultivation and fundraising events. As needed, travel to events to promote membership and to support other Development Department activities.
4. Manage monthly renewal program and seek ways to improve and streamline membership renewal efforts. Where possible, work to encourage members to transition to monthly giving option.
5. Work with Public Justice's Chairman, Membership & Outreach Committee and the Development Committee to encourage methods of growing membership base.

6. Supervise the regular maintenance and accuracy of data in the donor database and in the online Member Directory.
7. Work with development staff on the management and execution of the Annual Phonathon, the organization's volunteer fundraising drive.
8. Plan and manage series of regional member events, working in conjunction with the Development Director.
9. As requested, produce articles, updates and reports on membership activities.
10. Design series membership engagement seminars and/or webinars throughout the year.
11. Provide monthly membership fundraising reports to the Membership Committee.
12. Perform routine administrative duties and other tasks as assigned.

### **Requirements and Qualifications:**

- 3-5 years of previous experience in membership and/or fund development.
- Problem-solver able to creatively and effectively overcome obstacles.
- Intimate knowledge and understanding of database needs for membership.
- Comfort designing, implementing and training others on technological tools.
- Customer-service mentality in a fast-paced, detail-oriented environment.
- Good judgment and ability to maintain confidential information.
- Well-developed interpersonal and communication skills.
- Excellent written and verbal communication skills.
- Excellent attention to detail, planning and organizational skills.
- Experience working with Microsoft office suite (Outlook, Word, Excel; Powerpoint); high level of comfort working with online applications.
- Willingness both to delegate and to roll up sleeves to accomplish whatever needs to get done.
- Bachelor's degree or equivalent experience.

### **Salary and Benefits:**

Salary is competitive and commensurate with experience. Public Justice offers a generous benefits package, including two weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan.

Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

Applications will be considered on a rolling basis, so we encourage you to apply as soon as possible. Applications should consist of a cover letter, resume, writing sample, and contact information for three references. No phone calls please:

Applications should be submitted to:

Kelly Simon

Development Director

Public Justice

1620 L Street NW, Suite 630

Washington, DC 20036

ksimon@publicjustice.net

Electronic submissions are preferred.

For more information on Public Justice, please visit our website at <http://www.publicjustice.net>.