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 Development Associate to support the Development Department with fundraising program management and administrative tasks. This is a unique and exciting opportunity to help support fundraising efforts 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 and click on ‘What We Do.’) The position, located in Washington, DC, is open immediately.

The Development Associate will support the Development Director on a variety of tasks, including prospect research, managing major donor correspondence, and providing the necessary administrative support to maximize donor engagement. The Development Associate serves in a key support staff role, focusing on enhancing our organization’s major gifts program and major donor engagement.

Job Responsibilities:

- Maintain all major donor correspondence for Public Justice’s Major Gifts Program, the Justice for All Fund, including mailings, acknowledgement letters, and receipting;
- Support the Executive Director, Development Director, Major Gifts Officer, and Board of Directors by assisting with their individual donor portfolios;
- Assist with implementing strategies for major donor cultivation, including database queries, moves management, data exports, and list segmentation;
- Perform routine donor prospect research and identification as assigned by the Development Director or Deputy Director of Development;
- Assist with routine correspondence and donor inquiries, and perform basic administrative duties such as filing, data entry, proofreading and editing;
- Actively update and support the donor database to maintain and capture critical donor information;
- Assist with major donor cultivation events;
- Provide development-related communications support;
- Produce monthly development income reports;
- Assist the membership team with mailings, as needed;
- Other duties and responsibilities as assigned.
Requirements and Qualifications:

• Experience working with Microsoft office suite (Outlook, Word, Excel; Powerpoint); DonorPerfect or related CRM experience; high level of comfort working with online applications;
• Excellent organizational and communication skills and impeccable attention to detail;
• Ability to juggle multiple assignments concurrently;
• Good judgment and ability to maintain confidential information;
• Must be able to exercise initiative, flexibility, discretion, and decision-making skills;
• 1-2 years of experience with fundraising or related work in the non-profit sector preferred;
• Bachelor’s degree or equivalent experience.

Salary and Benefits:

Salary will be in the range of $38,000 - $42,000, depending on 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 www.publicjustice.net.