



**December 2019**

## **DEVELOPMENT ASSOCIATE (Washington, DC)**

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](http://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](http://www.publicjustice.net).