



PUBLIC JUSTICE

IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
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JOB ANNOUNCEMENT

Please post and inform potential applicants.

December 2020

DEVELOPMENT COMMUNICATIONS ASSOCIATE **Washington, DC**

Public Justice seeks a full-time, entry-level Development Communications Associate to support its Development Department with fundraising program management, donor communications, and administrative tasks. Public Justice is 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. In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end qualified immunity and modern-day debtor's prisons, enforce the nation's most important environmental laws, and much more.

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. Working within a small Development Team, the Development Communications Associate ("DCA") will have numerous opportunities to develop a variety of skill sets and to have hands-on experience in shaping messages to donors. The DCA will support the Development Team on a variety of tasks, including digital communications, prospect research, managing major donor correspondence, and providing the necessary administrative support to maximize donor engagement. This position is also the Development Team's key staff member focusing on social media and other online outreach and fundraising activities.

The position is open immediately, is a non-exempt position and reports to the Development Director. Public Justice's staff are temporarily working remotely due to the COVID-19 crisis. Applicants based in the Washington, DC area or who are willing to relocate to Washington, DC, once the COVID crisis is resolved are strongly preferred.

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, Director of Strategic Partnerships, and Board of Directors by managing their individual donor portfolios;

- Assist with implementing strategies for major donor cultivation, including database queries, moves management, data exports, and list segmentation;
- Draft development-related communications, including emails, and other communications;
- Spearhead Public Justice's development-related social media presence, including managing a calendar of development posts, informational graphics and online donor and potential donor outreach and monitor and report online marketing results;
- Perform routine donor prospect research and identification as assigned by the Development Director;
- 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;
- Produce monthly development income reports;
- Assist the membership team with mailings, as needed;
- Other duties and responsibilities as assigned.

Requirements and Qualifications:

- Proficient knowledge of Microsoft Office suite (Outlook, Word, Excel; Powerpoint);
- Experience working with DonorPerfect or related CRM experience and high level of comfort working with online applications;
- Experience in social media outreach, messaging and audience targeting;
- 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:

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. Salary will be in the range of \$40,000 - \$45,000, depending on experience.

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.

Please send your cover letter, resume, writing sample, and contact information for three references to Development Director Kelly Simon at ksimon@publicjustice.net. The application

deadline is **January 15, 2020**, at which point applications will be reviewed on a rolling basis until the position is filled.

No phone calls please. For more information on Public Justice, please visit our website at <http://www.publicjustice.net>.