Job Description

Position Title:
Development Associate

Position Level:
Associate

Departments:
Development, Executive, and Operations

Reports to:
Director of Development & Communications

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (NLCHP) is the only national organization dedicated solely to using the power of the law to prevent and end homelessness. Our attorneys fight for society’s most vulnerable members in courtrooms and the halls of legislatures. With the support of a large network of pro bono lawyers, we address the immediate and long-term needs of people who are experiencing homelessness or at risk through outreach and training, advocacy, impact litigation, and public education.

ABOUT THE POSITION:

The Development Associate plays an essential role across teams within the organization and has a hand in many day-to-day functions. The following outlines major tasks across each team but is not meant to be an all-inclusive list of responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Development

• Processes, records, and acknowledges all gifts, sponsorships, pledges and pledge payments. Ensures timely entry of all gifts into fundraising database (eTapestry) and accurate delivery of acknowledgment letters and tax receipts to donors. Generates, schedules, and mails pledge reminders to donors.
• Creates donor list queries and adding new donors and prospective donors and prepares weekly gift and donor reports.
• Facilitates event planning, including compiling mailing lists, managing invitation and fundraising lists, coordinating logistics, and acting as an organization ambassador at fundraising events, donor cultivation events, and partner convenings.
• Organizes grant management and the preparation of grant proposals and reports; tracks correspondence with foundations about programmatic updates; and executes final submission of grant proposals and reports.
• Coordinates, participates in, and summarizes meetings with prospective and current donors and funders.
• Provide prospect research on individuals, foundations, corporations, and law firms as needed.
• Partners closely with Operations to ensure ongoing fundraising data integrity.
• Works in coordination with development and communications staff to prepare and maintain fundraising materials.
• Corresponds with donors and funders as needed.
• Supports other development related activities as needed.

Executive Director Support

• Maintains Executive Director’s calendar and manages her schedule, including scheduling external and internal appointments, prioritizing and coordinating meetings, and making travel arrangements.
• Coordinates with the Board of Directors, including scheduling meetings of the full Board, the Board Development Committee (BDC), and the Fund Development Committee (FDC), assisting with materials preparation, attending and taking notes at meetings, and preparing minutes of full Board, BDC and FDC meetings.
• Maintains and keeps current key Board materials, including lists, manuals and letterhead; ensures all other organizational materials reflect updated information.
• Prepares research notes and materials for the Executive Director’s meetings.
• Arranges Executive Director communications including opening, reviewing, and prioritizing her mail, making and returning telephone calls on her behalf, and drafting, for her approval, correspondence to organizational partners and other stakeholders.
• Drafts and prepares donor correspondence on behalf of the Executive Director.
• Ensures Executive Director’s paper and electronic materials are filed appropriately.

Administration and Operations
• Produces and distributes agendas and provides administrative support for staff meetings, conference calls, and video calls.
• Receives in-coming calls and emails to the general Law Center accounts and routes them appropriately; greets visitors; receives and distributes incoming mail.
• Prepares weekly and quarterly fundraising analytics to inform Leadership and Strategic goals.
• Supports Operations Manager with ad hoc tasks, such as preparation of administrative and operational procedures, paper and electronic file organization and maintenance and administrative tasks related to Human Resources.

QUALIFICATIONS:
• 1-2 years’ development, administrative and/or operations experience preferred.
• Familiarity with e-Tapestry or other CRM systems.
• Meticulous attention to detail.
• Demonstrated organizational and time-management skills, including ability to manage multiple, competing priorities and projects.
• Exceptional interpersonal communications.
• Able to work independently and as part of a team.
• Positive, problem-solving attitude.
• Strong commitment to social justice and to the Law Center’s mission.
• Able and willing to do occasional evening or weekend work.

SALARY AND BENEFITS: Salary is commensurate with experience.

Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

APPLICATION PROCEDURE:
Send cover letter, resume, writing sample, and salary requirements to HR@nlchp.org with “Development Associate, Last Name_First Name” in the subject line. No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, sexual minorities, persons with disabilities, and persons with lived experiences of homelessness or poverty are encouraged to apply.

APPLICATIONS DEADLINE: Open until filled.