



## **Job Announcement Donor Relations Coordinator**

The Northwest Justice Project (NJP) is a not-for-profit organization providing civil legal services to low-income persons throughout Washington State. NJP has 230 staff working in 19 offices located across the state. NJP is hiring a Donor Relations Coordinator. This position will be a primary resource for the Director of Development, the Executive Director, the Board of Directors and other staff and volunteers engaged in fundraising activities.

The Donor Relations Coordinator will report to the Director of Development and be located in NJP's Seattle office.

### **SUMMARY**

The Donor Relations Coordinator will support the fund development program by maintaining the donor database, coordinating fundraising and stewardship events, and providing administrative support for other fundraising activities. Typical schedule is Monday through Friday, standard business hours, but requires some flexibility to work evening and weekend hours when necessary.

### **Duties:**

#### **Development Administration & Communication (30%)**

- Support communication efforts through Outlook, Phone, Social Media, and MailChimp
- Coordinate the design, printing, and delivery of printed donor mailings
- Assist in scheduling donor meetings, preparation and follow up
- Organize and track client story opportunities, media release forms, and related content
- Manage and follow up on pledges and recurring gift payments
- Provide other administrative, logistical, and development functions as needed

#### **Database Management 40%**

- Establish ownership of NJP's Little Green Light CRM donor database
- Manage the overall effectiveness and efficiency of current CRM processes
- Confidentially process donations and generate donor acknowledgments in a timely manner
- Produce and manage constituent reports, communication, and additional important templates
- Create and maintain constituent lists for communications, campaigns, appeals, and events
- Regularly validate and maintain constituent records in the database
- Enter key donor contact reports and conduct prospect and donor research

- Manage the communication of the CRM with integrated software
- Support other development database functions as needed
- Train and support additional CRM users

**Event Coordination (30%)**

- Track and support event communications, registration and reports
- Coordinate catering, supplies, signage, and work with vendors as needed
- Coordinate and schedule event roles to staff, board and volunteers
- Track sponsorship opportunities, pledges and payments
- Ensure timely communications with guests pre- and post-event
- Manage event wrap up, gift processing, thank you letters, and pledge follow ups
- Support fundraising, stewardship, and other events as needed

**Qualifications:**

The ideal candidate will have many of the following qualities and competencies demonstrated by specific experience. Transferrable skills will be fully considered.

- Passion for mission driven work and demonstrated commitment to social justice and race equity
- Two or more years of fundraising, sales, event planning or similar experience in a fast-paced environment
- Track record of successfully reaching and achieving new challenges and goals
- Experience using a CRM database (Little Green Light a plus)
- Experience using a marketing automation platform (MailChimp a plus)
- Excellent written and verbal communication skills electronically, telephonically, and face to face
- Organized and detail oriented, ability to manage multiple projects simultaneously
- Adaptive and decisive when faced with uncertainty and ambiguity
- Proficiency in Microsoft Office, especially Excel and Word
- Innovative, resourceful and collaborative interaction with community members and colleagues
- Ability to maintain confidentiality and use discretion

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

**Classification:** Nonexempt, full-time (35 hours per week), union position

**Salary/Benefits:** Salary at hire is based upon years of applicable experience. Starting range for most will be \$41,500 to \$51,000. Comprehensive health benefits as well as generous time off are provided to NJP employees.

**To apply:** Please send a resume and cover letter to [resume@nwjustice.org](mailto:resume@nwjustice.org). E-mail subject line and cover letter should clearly reference “Donor Relations Coordinator.” **Application deadline is January 7, 2019.** More information about NJP can be found at [www.nwjustice.org](http://www.nwjustice.org).

*The Northwest Justice Project is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical disabilities, Veteran status and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay or bisexual and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process should contact Karen Holland at 206-707-0802.*