



Annual Giving and Database Officer

The Lawyers' Committee for Civil Rights Under Law, one of the nation's leading civil rights organizations, seeks a talented and dedicated Annual Giving and Database Officer to join our dynamic Development team.

The Annual Giving and Database Officer works closely with Development and Program staff to cultivate donors through direct mail and online appeals. This position holds the primary responsibility for the administration and use of the organization's donor database: accurately recording gift transactions and continuously expanding and improving constituent data. The Annual Giving and Database Officer generates gift acknowledgments, appeal lists and campaign reports and performs other data manipulation in support of Development operations.

The position is based in Washington, D.C. The Annual Giving and Database Officer reports to the Chief Development Officer. Very minimal travel will be required.

ROLES AND RESPONSIBILITIES

Fundraising

- Executes online and direct mail appeals, leading the underlying processes including donor acquisition, data cleansing, querying/reporting, list management, campaign analysis, and donor/prospect research.
- Manipulates constituent data to produce segmented recipient lists for targeted solicitations.
- Leads a comprehensive annual appeal program specific to the Lawyers' Committee constituency which includes a Board of Directors with over two hundred members whose personal and leveraged gifts comprise a large portion of campaign revenue.
- Collaborates with staff to draft compelling content for a variety of appeals to diverse audiences; prepares solicitation lists according to segmentation needs.
- Coordinates with external printing vendors, mail-fulfillment vendors, and key staff to produce marketing and solicitation collateral from concept to finished product to dissemination.
- Proactively mines donor data and keeps current with emerging trends; Seeks creative connections between our programs, staff, and events to engage prospects and donors.
- Demonstrates customer-focused orientation by anticipating and exceeding the needs of our individual donors, Board members and external constituents.

Database Administration

- Oversees the daily operation of a relational development database, including recording gift transactions, ensuring the monthly reconciliation of development and General Ledger entries.
- Continuously supports revenue generation through donor acquisition, data cleansing, querying/reporting, list management, analysis, donor/prospect research and relationship management.
- Ensures the accuracy and integrity of gift and constituent data and reporting; Output includes generating gift receipts, campaign reporting and financial reporting.
- Assists IT Manager with technology management, and leads end-user training on the donor database.

Gift and Donor Data Entry

- Records revenue received from various sources including online and offline credit card transactions, gifts of stock, wire transfers and checks received in-house.
- Generates and distributes gift summary reports.
- Leads the monthly and annual Accounting reconciliation of gift revenue.
- Prepares timely and accurate gift acknowledgments.
- Processes changes of address and researches bad addresses and other updates to constituent records.
- Conducts biographical, financial and philanthropic research on individuals and/or institutional prospects and donors.
- Assists in other Development initiatives and activities; including annual Gala and special events, Foundation, Major Gifts, Direct Marketing and other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- Two to five years of experience leading an Annual Fund program (direct mail and/or online appeals).
- Demonstrated knowledge of fundraising principles and basic gift accounting practices.
- Deep proficiency with Raiser's Edge or comparable relational donor database with an aptitude for using information systems in support of development operations.
- Accuracy and attention to detail in written work and during data entry.
- Proficiency with the Microsoft Office Suite (Word, Power-Point, Access and especially Excel) to produce reports and correspondence for stakeholders.

- Strong organizational, analytical, and planning skills with the ability to prioritize and manage multiple tasks and competing deadlines.
- Must be able to work occasional special events (including evenings or Saturdays) as needed, and additional hours during peak times as required.
- Discretion with sensitive, confidential, and proprietary information.
- Commitment to the racial justice and civil rights mission of the Lawyers' Committee.

To Apply: Please submit a cover letter, resume, and desired salary range to <https://podio.com/webforms/20921865/1441529>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org