



Development Assistant

The Lawyers' Committee for Civil Rights Under Law invites applications for the position of Development Assistant in the Development Department. The Lawyers' Committee is one of the nation's leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity.

Job Summary:

The Development Assistant works closely with Development, Program and Accounting staff to offer administrative support. The Development Assistant handles a variety of tasks related to institutional and individual giving, managing relationships with current and prospective donors and researching potential funders. Additionally, this position holds the primary responsibility for the administration and use of the organization's donor database, accurately recording gift transactions, continuously expanding and improving constituent data. The Development Assistant generates gift acknowledgments, appeal lists and campaign reports and performs other data manipulation in support of Development operations. The Development Assistant will work under the supervision of the Development Director.

Specific Duties and Responsibilities:

Fundraising

- Manipulate constituent data to produce segmented recipient lists for targeted solicitations;
- Coordinate with external printing vendors, mail-fulfillment vendors, and key staff to produce marketing and solicitation collateral from concept to finished product to dissemination;
- Proactively mine donor data and keep current with emerging trends;
- Work with the Development Team to seek creative connections between our programs, staff, and events to engage prospects and donors; and
- Demonstrate customer-focused orientation by anticipating and exceeding the needs of our individual donors, Board members and external constituents.
- Coordinate and manage state solicitation registration process.

Database Administration

- Oversee the daily operation of a relational development database, including recording gift transactions, ensuring the monthly reconciliation of development and General Ledger entries;
- Continuously support revenue generation through donor acquisition, data cleansing, querying/reporting, list management, analysis, donor/prospect research and relationship management; and
- Ensure the accuracy and integrity of gift and constituent data and reporting; Output includes generating gift receipts, campaign reporting and financial reporting.

Gift and Donor Data Entry

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

Minimum Qualifications:

- Knowledge of fundraising principles and basic gift accounting practices;
- 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; and
- Commitment to the racial justice and civil rights mission of the Lawyers' Committee.

To Apply: Please submit a cover letter and resume to <https://podio.com/webforms/22599553/1595694>. No calls will be accepted. Please note that applications will be accepted until the position is filled. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

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.