



WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

We are proud to be an equal opportunity employer and value a diverse workforce and an inclusive culture

DEVELOPMENT ASSOCIATE

The Washington Lawyers' Committee for Civil Rights and Urban Affairs ("the Committee") seeks a Development Associate.

ABOUT THE WASHINGTON LAWYERS' COMMITTEE FOR CIVIL RIGHTS AND URBAN AFFAIRS

The Washington Lawyers' Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and civil rights of immigrants. We partner with individuals and communities facing discrimination and with the legal community to achieve justice. The Committee's staff is unionized with the National Organization of Legal Service Workers Local #2320, UAW. This position is within the bargaining unit. For more information on the Washington Lawyers' Committee, please go to www.washlaw.org.

POSITION DESCRIPTION

The Development Associate will be a member of the Development Team and is the primary administrative and technical person on the Committee's donor records database (Raiser's Edge NXT). Among other tasks, the Development Associate will:

- Conduct the data entry and processing of all donor pledges, gifts, contributions, and acknowledgments.
- Serve as the main point of contact and lead for the annual Associates Campaign, a peer-to-peer fundraising campaign each spring.
- Work effectively with finance to record and reconcile contributions.
- Ensure the data hygiene of donor, newsletter, and communications constituents.
- Coordinate fundraising events together with the development team.
- Produce reports to support development, communications, and litigation/program strategies and funding.
- Stay up to date on best practices in database technology and in the Committee's donor databases. Identify opportunities for improved practices and procedures.
- Provide ongoing training and user-friendly policy and 'help' materials to relevant staff on donor database.
- Work collaboratively with staff to make sure our databases meet program needs.
- Provide support as needed on all development functions.

Preferred Experience and Skills:

The ideal candidate will possess the following skills and qualifications:

- 1 – 2 years direct experience working with relational database. Experience with a donor database CRM in a nonprofit environment strongly preferred, preferably Raiser’s Edge NXT, with experience including use of analytic tools, queries, and report. Comparable database experience and fluency considered;
- Experience with events management.
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations;
- Able to contribute to the creation of a diverse, equitable and inclusive culture that encourages and celebrates differences;
- Excellent interpersonal and oral communication skills;
- Ability to thrive in fast-paced environment while balancing multiple priorities;
- Strong attention to detail;
- Self-starter and excellent team player; and
- Experience working in a non-profit environment and with attorneys is a plus.

Applicants with lived experience in communities historically under-resourced and marginalized due to race, class, gender, disability, etc. are encouraged to apply.

COMPENSATION

Based upon Washington Lawyers’ Committee pay scale, attached. Credit given for prior relevant experience. Generous leave and employer-funded benefits.

HOW TO APPLY

Please email a letter detailing your interest, a resume, and brief writing sample to: wlcjobs@washlaw.org. Please place “[your name] – Development Associate” in the subject line. Applications will be considered on a rolling basis and the position will remain open until filled. The Washington Lawyers’ Committee for Civil Rights and Urban Affairs is an equal opportunity employer. Diversity is an essential component of the Committee, and we encourage all qualified persons to apply. Applicants are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, or gender identity or expression.

This position is a hybrid position with three core days required to physically be in the office located in Washington, D.C. and up to two days of telework. We will be participating in-person when it is necessary to provide the highest quality legal services to our clients and the most effective advocacy.

DEVELOPMENT ASSOCIATE

The position of Development Associate at the Washington Lawyers' Committee for Civil Rights and Urban Affairs provides administrative and strategic support to the development and communications team. Core responsibilities include some or all of the following:

- Serve as primary administrative and technical person on the Committee's donor records database.
- Conduct the data entry and processing of all donor pledges, gifts, and acknowledgments.
- Review, update and implement donor record strategies to maximize relationship building.
- Work effectively with finance to record and reconcile contributions.
- Ensure the data hygiene of donor, newsletter, and communications constituents.
- Produce reports to support development, communications, litigation/program strategies and funding.
- Develop communications to attract and retain donors.
- Update and maintain website in collaboration with communications and development team.
- Maintain and generate content for the Committee's social media accounts in collaboration with communications and development team.
- Stay up to date on best practices in database technology and in the Committee's databases (as assigned). Identify opportunities for improved practices and procedures.
- Work collaboratively with staff to make sure our databases meet program needs.
- Under the supervision of the Director of Development and Communications, has primary responsibility for the Committee's grant proposal writing, reporting, and management.
- Identifies, develops, and drafts grant proposals.
- Creates collaboration strategies with program staff to ensure successful compliance with grant reporting obligations.
- Maintains and updates the internal grant tracking systems, working closely with program, finance, and leadership.
- Supports the work of the leadership team in all aspects of grant management, including funder relationship management and recognition.
- Develops and implements a communications strategy highlighting grant successes and impact.
- Other duties as assigned.

Development/Communications Salary Scale

Years' Experience	Salary (current)	Proposed CBA Year 1	Proposed CBA Year 2-3
0	42,500	48,500	50,000
1	44,000	50,000	51,500
2	45,500	51,500	53,000
3	47,000	53,000	54,500
4	48,500	54,500	56,000
5	50,000	56,000	57,500
6	51,500	57,500	59,000
7	53,000	59,000	60,500
8	54,500	60,500	62,000
9	56,000	62,000	63,500
10	57,500	63,500	65,000
11	59,000	65,000	66,500
12	60,500	66,500	68,000
13	62,000	68,000	69,500
14	63,500	69,500	71,000