

Development Associate

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice.

Founded in 1967, LAJC provides services in four program areas: Civil Rights & Racial Justice, Economic Justice, JustChildren, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

From offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC fiercely advocates for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state. Just in the past 18 months, our team of advocates won a class-wide injunction ordering healthcare reforms in a women's prison, secured a national settlement providing new avenues for relief to over 400 traumatized asylum-seekers whose children were taken from them at the border, launched a statewide school funding campaign, and won major legislative reforms providing relief to nearly a million people who lost their driver's licenses due to unpaid court debt.

About the Opportunity

LAJC is seeking a Development Associate (DA) to join our five-person, multi-office fundraising team. This newly created position will be based in the Charlottesville office and will report to the Associate Director of Development (ADoD). The DA's primary responsibility will be overseeing donor stewardship, including taking the role of enhancing it, managing direct mail, maintaining the donor database, and providing some donor communications support. The DA will work with the ADoD to establish a more structured, robust reporting system. In addition, the DA will take part in portfolio meetings and will be involved in conversations about the replenishment of the prospect pipeline. The DA will also do prospect research as needed. This is a great opportunity for someone who thrives on details and information, knows they want a career in development, and is ready to learn more about relational fundraising.

Duties

The Development Associate will be expected to:

- Execute and oversee donor stewardship and cultivation communications in an organized and timely manner
- Maintain donor database, including updating records, entering gifts, running reports, and tracking stewardship and cultivation activities
- Oversee logistics for direct mail including stewardship and solicitations
- Help to identify prospective major donors through research and analytics
- Work collaboratively with development team in prospect development
- Help keep the devo team on track by taking notes in meetings and managing up when necessary

**Required
Qualifications**

We're seeking candidates who thrive on details and organization, understand the need to maintain information in databases, and enjoy working with people to promote social justice.

- Strengths in attention to detail, time management, demonstrating initiative, and oral and written communication
- A demonstrated commitment to partnering with and advocating in low-wealth communities and communities of color

**Preferred
Qualifications**

- Experience in a fundraising, sales, or customer service role.
- Prior experience working with, and/or a love of, donor databases with an eye toward tracking information
- Prior experience (work or lived) using an explicit race equity lens
- Prior experience in donor database management
- Proficiency in Microsoft Office applications, including Word, Outlook, Excel and PowerPoint

Location

Charlottesville, VA

Salary

Salary range is \$40,000 - \$60,000 based on experience and LAJC's salary scale.

Benefits

- Generous leave
- Excellent family health, dental and vision insurance
- 403(b) retirement plan
- Personal professional development budget

**Application
Instructions**

Email a cover letter, resume, and three references to Megan Gildea at hr@justice4all.org. Please include "Development Associate" in the subject line.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.