

March 13, 2023
Job Announcement:
Associate Development Manager

Rising for Justice (“RFJ”) invites applications for the Associate Development Manager position. The Associate Development Manager is a full-time position reporting to the Director of Institutional Advancement (DIA). The Associate Manager fills a critical role of strategically advancing our individual donor campaigns, managing the grant prospects pipeline, and providing event support to the department. The Associate Manager also assists with other development activities to help the organization meet its revenue goals and access the resources necessary to fulfill its mission.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced Associate Development Manager who embraces our mission and values.

Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Responsibilities

Duties include responsibility for the following:

- Fundraising campaign support: in coordination with the Director of Institutional Advancement (DIA), plan and execute the annual fund campaign, including designing the campaign, procuring materials, executing a mail and e-mail campaign, and creating progress reports for internal and external use.
- Donor database management: maintains the donor database, researches donor prospects, monitors data integrity, executes prompt acknowledgement of donations, and reconciles monthly donations with finance and administrative staff. Enhances “moves management” to convert donor prospects to first-time donors and upgrade entry-level to mid-level donors.

- Grants and institutional giving support: contributes to institutional and foundation fundraising efforts by leading new grant prospect research, maintaining a grants calendar, assisting with reports, and preparing organizational documents for submission to foundations and other institutional funders..
- Event support: assists with the organization's annual fundraising event, the Celebration of Service, including on-site event support, sponsor benefits fulfillment, outreach tracking, and sponsor follow-up.

Qualification Requirements

- Bachelor's degree with at least four years of progressive fundraising experience at a nonprofit organization or college/university.
- Experience developing fundraising campaigns.
- Track record of identifying and securing new revenue from a variety of funders, including foundations, corporations, and individuals.
- Strong command of technology and database management.
- Experience cultivating alumni networks is preferred.

The successful applicant will be a team player with keen attention to detail who is comfortable multi-tasking and who has strong oral and written communication skills.

COVID-19 Statement

Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; life and disability insurance, and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Julia Cade, Interim Director of Operations, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate Associate Development Manager [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.