



J. ROBY PENN IV
Director of Development & Communications

Communications & Development Coordinator

Reporting to the Director of Development and Communications (Director), the Communications & Development Coordinator (Coordinator) works with the Director and the Development Manager, Grants (DM) in planning, designing, and implementing Rising for Justice's (RFJ) communication and development activities. S/he assists the Director in research and drafting outreach materials for donors, sponsors, alumni, and grant funders; maintains the organization's social media platforms, identifies new opportunities for digital marketing; writes website copy, newsletters, press materials, and reports for the organization as needed; coordinates media relations; and assists the department with direct outreach to donors and alumni. This role will serve as the CRM (Salesforce) Administrator.

Responsibilities:

Communications

- At the direction of the Director, creates communications materials involving design, photography, and written copy for reports, marketing publications, infographics, and flyers.
- Runs RFJ's social media accounts, e.g. Facebook, LinkedIn, and other platforms.
- Receive and filters media inquiries, and tracks and documents media placements.
- Drafts press releases and statements.
- Coordinates media interviews, media kits, and background material.
- Meets with appropriate staff to respond to media issues or inquiries.
- Collects and stores media (photos and videos) and monitors relevant news to utilize for communication purposes.
- Collaborates with RFJ colleagues to keep the website updated with new content, including photos and news items, a blog with current news, and available resources, ensuring the website is coordinated with social media content.
- Develops editorial calendar and leads production of RFJ's email newsletters.
- Works with staff to plan special events and engagement meetings for alumni, funders, and partners. Manages the photography and/or video recording of these events for use in marketing.
- Produce relevant print materials and communications.

Development

- At the direction of the Director, coordinates the development and implementation of strategies for alumni engagement, fundraising outreach, and cultivation of potential donors.
- Aid in the execution of individual / annual giving campaigns and grants as directed.
- Processes gifts and acknowledgements with accurate and timely entry and tracking of donor and funder data, correspondence, contacts, and deadlines.

- Maintain up-to-date department correspondence and calendars.
- Prepare reports as necessary from CRM and other donor research.
- Responsible for programs including, but not limited to, Salesforce (Administrator), iWave, Candid, and other programs.
- Event assistance as assigned.

Qualifications:

Bachelor's degree with proof of at least two years in communications, fundraising, or development for a nonprofit organization; exceptional writing and editing skills; excellent communications skills and the ability to work well with organizational partners and colleagues; strong organizational skills and ability to perform multiple tasks in a fast-paced environment as a self-starter and team player; strong design experience with design software; photography/web-design skills; comfortable using data and digital analytics tools; experience maintaining and growing organizational social media presence; enthusiasm to learn and promote the work of RFJ.

A strong command of technology, database management, and customer relationship management systems (e.g. Salesforce, iWave, etc.)

The successful applicant will be a team player with keen attention to detail, who is comfortable handling a wide range of duties and who has strong oral and written communication skills.

Work Environment:

The successful applicant will consistently operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The applicant must be able to remain in a stationary position 50% of the time and will need to occasionally move about inside the office to access file cabinets, office machinery, etc. Applicant may occasionally be required to lift and carry objects weighing about 20-25 lbs. Applicant must possess the ability to communicate information and ideas so that others can understand and must be able to exchange accurate information via phone, email, videoconference, and instant messaging. The applicant must be available to work a weekday schedule, but occasionally may be requested to work evenings and weekends for special work-related events. The employer retains the right to change or assign other duties to this position.

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. RFJ offers 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.

Position starting at \$55k+

To Apply:

To be considered interested candidates will submit a COVER LETTER and RESUME by email to Gregory Nolen at hire@risingforjustice.org. Please indicate "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.

About Rising for Justice:

Created in 1969, RFJ, formerly known as D.C. Law Students in Court, is the oldest clinical legal education program in the District of Columbia. With an annual budget of close to \$4 million and a staff of 25, RFJ currently operates as a public interest legal services provider and clinical education program. Its 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, and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. RFJ is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected.

RFJ's 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.