

## **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 (Manager) in planning, designing, and implementing Rising for Justice's (RFJ) communications and development activities. The Coordinator drafts outreach materials for donors, sponsors, alumni, and 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.

### **Responsibilities:**

#### **Communications:**

- Creates communications materials involving design, photography, and written copy for reports, marketing publications, infographics, and flyers.
- Maintains an imagery database.
- Runs RFJ's social media accounts, e.g. Facebook, LinkedIn, and other platforms.
- Attends RFJ and partner events and promotes these activities on social media.
- Cultivates relationships with reporters, 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 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.
- Coordinates with staff, alumni, and partners to produce relevant materials and communications.

#### **Development:**

- Develops and implements strategies for alumni engagement, fundraising outreach, and cultivation of potential donors.
- Assists in the processing of gifts and acknowledgements with accurate and timely entry and tracking of donor and funder data, correspondence, contacts, and deadlines.
- Coordinates with vendors including, but not limited to, iWave, Salesforce, and Candid.
- Serves as RFJ's Salesforce Administrator.

**Qualifications:**

- Bachelor's degree with at least two years in communications, fundraising, or development for a nonprofit organization.
- Excellent verbal and written communications skills and the ability to work well with organizational partners and colleagues.
- Solid organizational skills and ability to perform multiple tasks in a fast-paced environment as a self-starter and team player.
- Publication design experience and photography/web-design skills.
- Strong command of technology, database analytics and management, and customer relationship management systems.
- Experience maintaining and growing organizational social media presence.
- Enthusiasm to learn and promote the work of RFJ.

**Hours, Salary, and Benefits:** This is a full-time position based on a 40-hour work week. RFJ's salaries are set on a scale based on years of experience. The salary range for this position is \$55,000 to \$70,000 annually. RFJ offers 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. RFJ offers a hybrid work environment with three days in the office.

**To Apply:** Each candidate should submit a cover letter and resume by email to Linda Brooks, Director of Human Resources, at [careers@risingforjustice.org](mailto:careers@risingforjustice.org). Please include "Communications & Development Coordinator" [your full name] in the subject line of the email. Finalists will be asked for recent writing samples and three professional references.

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

**About Rising for Justice:** Created in 1969 and formerly known as DC Law Students in Court, RFJ is the oldest clinical teaching program in Washington DC. RFJ operates as a public interest legal services provider and clinical education program for law and social work graduate students and serves more than 4,000 clients per year. Much of RFJ's work focuses on fighting eviction and displacement on behalf of low-income tenants in Washington DC. In addition, RFJ represents justice-involved DC residents in need of a fresh start by clearing their criminal records and individuals seeking family stability.

RFJ's mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ is committed to strengthening the voices of its low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its 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. Candidates of all identities, experiences, and communities are encouraged to apply.