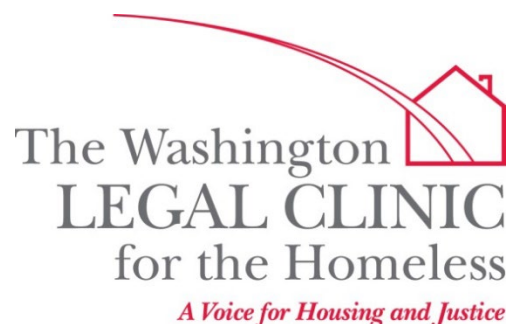


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Position Announcement: Communications and Development Assistant

Full-Time, Permanent, D.C.-Based with Work from Home Flexibility
Expected Start: August 2022 | Salary: \$52,000-\$60,000

The [Washington Legal Clinic for the Homeless](#) – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire a Communications and Development Assistant who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic's mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients' goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services. Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The Communications and Development Assistant will work closely with the Legal Clinic's Director of Communications and Development to support the organization's fundraising efforts and donor stewardship, as well as assist with creative and strategic efforts to raise the profile of the Legal Clinic and expand our network of supporters. These activities will include backend management tasks such as tracking donations and donor information, as well as supporting the overall strategic and development communications plan for the organization. This is a new position.

Responsibilities:

Data Management

- Entry of donor information and gifts into fundraising database (presently DonorPerfect).
- Generate donor reports.
- Track gifts to support Board of Directors Fundraising Committee.
- Generate reports from case management database (presently Legal Server) to report to funders.
- Import and export information among the Legal Clinic's various databases.

Fundraising Requests

- Provide logistical support for Legal Clinic mailings to donors and prospective donors (both email and snail mail).
- Monitor grant deadlines and assist with preparation of foundation proposals and reports.



Donor Relations

- Generate thank you letters and other communications to donors.
- Assist with preparation of grant reports.

Communications

- Assist the Director of Communications and Development with the creation and implementation of the organization's annual communications plan.
- Assist with creating written and graphic design content for website, social media, and blog in support of fundraising campaigns.

General Legal Clinic Support

- Contribute to administrative and office support as a key member of the organizational support team.

Qualifications and Experience

Required

- four years of experience with data entry and management, including experience specifically with DonorPerfect
- intermediate experience with Microsoft Office Suite
- excellent communication skills, both written and oral

Preferred

An outstanding candidate will also have

- a commitment to the Legal Clinic's work for housing justice
- a keen eye for detail
- experience working as part of a team
- a recognition of the importance of "back office" operations
- pride in providing administrative support for the organization
- comfort with social media
- experience with Constant Contact, Canva, and/or WordPress

Working Conditions: The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to work from home, the Communications and Development Assistant is expected to be proximate to D.C. so they can work from the Legal Clinic's office in northwest D.C. as needed. Our building requires proof of vaccination. (Note: the hybrid work schedule is subject to change depending on public health and other factors.)

Salary: Compensation for a candidate who meets all qualifications above – required and preferred – will be in the range of \$52,000 to \$60,000. The Legal Clinic offers excellent benefits.

To Apply: Please send a cover letter and resume via e-mail to job@legalclinic.org and note "**Communications and Development Assistant**" in the subject line. *We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community.* Interested persons are encouraged to apply immediately. First round of interviews will be taken from applications received by June 24.

The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous, people of color, people with disabilities, and/or members of other underrepresented communities are strongly encouraged to apply.

