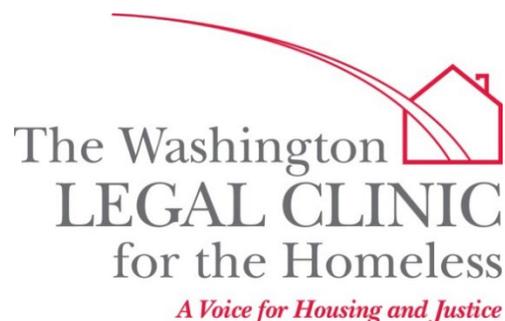


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@washlegalclinic



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## Position Announcement: Development Assistant

Full-Time, Permanent, D.C.-Based with Work from Home Flexibility  
Expected Start: September 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 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 **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 administrative tasks such as tracking donations and donor information, as well as supporting the organization's fundraising communications plan. This is a new position with potential for growth.

#### 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 Communications*

- Draft and 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.
- Assist with creating written and graphic design content for website, social media, and blog in support of fundraising campaigns.



### *Donor Relations*

- Provide phone and email assistance to potential and existing donors.
- Generate thank you letters and other communications to donors.
- Build rapport with donors and bring their needs to strategy discussions.
- Assist with preparation of grant reports.

### *General Legal Clinic Support*

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

## **Qualifications and Experience**

### *Required*

- direct experience with fundraising/development at a nonprofit or similar
- at least two years of working with CRMs/databases, data entry, and/or client data management
- intermediate experience with Microsoft Office Suite, especially Excel
- a interest/passion to create fundraising strategy and creative approaches to donor stewardship
- excellent communication skills, both written and oral
- a commitment to social justice, racial justice, and housing justice

### *Preferred*

An outstanding candidate will also have

- experience with DonorPerfect
- an excellent customer service approach
- 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
- experience coordinating an organization’s 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 occasionally, the Development Assistant will be expected to work from the Legal Clinic’s office in northwest D.C. on a regular basis. Our building requires proof of vaccination.

**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](mailto:job@legalclinic.org) and note "**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. Applicants will be considered on a rolling basis.

*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.*

