

Position: Development & Communications Associate (Full Time)

Reports to: Executive Director

Location: Washington, DC

Summary of Position

The National Juvenile Defender Center (NJDC) is a 501(c)(3) nonprofit organization dedicated to ensuring justice for all children through excellence in juvenile defense. Under the supervision of the Executive Director, and in collaboration with the Board of Directors, the Development and Communications Associate is responsible for developing and implementing fundraising and communications strategies. The position encompasses a diverse set of responsibilities including, but not limited to:

Development Responsibilities

- In conjunction with the Executive Director (ED) and in consultation with the Board, develop and implement a written strategic fund development plan for increasing revenues from individuals, corporations, and foundations
- Coordinate annual giving campaigns and launch planned giving program
- Establish recognition, acknowledgements, and incentives for donors and volunteers
- Conduct grant and philanthropy research and draft funding proposals
- Coordinate special fundraising events, design and manage sponsorship and underwriting strategies
- Develop and maintain organizational profile on philanthropy websites
- Develop an individual and corporate donor base
- Contribute to donor database, records management, and reporting

Communications Responsibilities

- Work with the ED to promote the mission of NJDC in all external communications
- Work with ED and communications consultants in the development and implementation of a communications plan
- Field calls from media and work with staff to prepare talking points
- Prepare press releases and integrate into organization communications
- Create, edit, and distribute print and digital information for education, marketing, advocacy campaigns, media, and fundraising purposes
- Develop and manage electronic newsletter and brochures to coordinate with NJDC's website and social-media
- Manage social media postings in conjunction with Gault Fellow who manages postings to attorneys
- Strengthen NJDC's web presence
- Create and manage organization's communications calendar

Other Responsibilities

- Attend team meetings, other administrative meetings and events
- Assist with staff training in development and communications
- Occasional travel
- Develop and maintain familiarity with NJDC's partners & allies

Required Skills & Qualifications

- College Degree
- 2-4 years professional-level business/nonprofit communications, public relations, or journalism experience
- Outstanding interpersonal skills, with a demonstrated ability to engage and cultivate relationships with diverse constituents
- Exceptional writing and editing skills, and demonstrated experience creating print and online communications tools (including excellent computer skills)
- Experience planning and implementing fundraising campaigns
- Expertise with web-based activities such as social media marketing and e-philanthropy
- Knowledge of effective practices in donor cultivation and management
- Familiarity with DonorPro, ConstantContact, or similar platforms
- Ability to manage timelines and project budgets effectively
- Familiarity with juvenile justice issues and/or related social justice causes in the nonprofit community
- Exercise good judgment, discretion, and confidentiality of sensitive information relating to organization's mission and operations
- Ability to prioritize and manage multiple projects
- Works creatively and flexibly in a team environment, operating autonomously under minimal supervision, but accepting direction, supervision, and guidance when appropriate
- Occasional evening or weekend work required
- Graphic arts skills a plus

NJDC is an equal employment opportunity employer and will comply with all applicable laws prohibiting discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status or family responsibilities, physical or mental disability, genetic information, veteran status, matriculation or political affiliation, and any other basis protected by federal, state, or local laws.

Application Instructions: Applicants should send a .pdf copy of the following documents 1) resume, 2) cover letter and 3) campaign sample or writing sample to inquiries@njdc.info with the subject line: “**Development and Communications Associate**”. All applications must be received by 11:59pm on Sunday, **November 8, 2015**. Applications received after that date may not be considered. The candidate must be prepared to make at least a two-year commitment to this position.