



Position: Development Associate
Reports to: Chief Development Officer
Status: Full time/Salaried
Starting date: Open until filled, Applicant review begins June 19

About the Endowment for Equal Justice:

The Endowment was founded in 2000 by two visionary attorneys to address the growing unmet needs of low-income families and the unpredictable nature of civil legal aid funding. Today, the Endowment is the largest civil legal aid endowment in the nation, with a corpus in excess of \$17 million. Over the last five years, the Endowment has dispersed over \$3.4 million to the Legal Foundation of Washington's grant making pool. The Endowment is in the midst of the *Reach 20 Initiative* to raise the corpus to \$20M by 2020.

The Legal Foundation of Washington (LFW) was established in 1984 by the Washington State Supreme Court to administer the Interest on Lawyer Trust Accounts program, and raise other funds. Other revenue sources for the Foundation are the annual Campaign for Equal Justice, an annual disbursement from the Endowment for Equal Justice, and grants from national and local funders.

POSITION SUMMARY: As an employee of LFW, the Development Associate works closely with and supports the Chief Development Officer and Endowment Board Members by maintaining donor database, coordinating fundraising and stewardship events, and providing administrative support to raise funds for the Endowment. The Endowment and the Campaign for Equal Justice (LFW's annual fundraising campaign) share development staff and all staff work together to achieve fundraising success. About 80% of the Endowment Coordinator's time will be spent working directly on issues related to the Endowment. The remaining 20% of the Endowment Coordinator's time will be spent on general fundraising work to advance the goals of LFW.

RESPONSIBILITIES:

Board Support (40%)

- Create meetings timeline, prepare and distribute meeting notifications, correspondence and meeting materials
- Schedule all board and committee meetings (3/month) and staff and record accurate minutes
- Support board and committees by doing research, drafting documents and correspondence, and keep all board materials organized and readily available
- Assist Chief Development Officer in developing scope and objectives of projects related to communications, investment and operations, and fundraising
- Develop detailed project plans, monitor and track progress, and follow up on action times

Development Administration & Communication (20%)

- Provide administrative management for a portfolio of donors
- Support Chief Development Officer with board and donor communications
- Schedule donor meetings and continually update calendar

- Prep staff and board for donor meetings and ensure immediate follow up after meetings
- Conduct prospect and donor research
- Support communication efforts on social media
- Provide other administrative, logistical, and development functions as needed

Manage Donor Database (Little Green Light) (20%)

- Process donations (mail, online, lockbox) and pledges
- Organize and code donations appropriately (with staff accountant & development staff)
- Generate and send thank you letters weekly
- Generate donor lists for campaigns, appeals, events, and moves management
- Maintain current lists of supporters in database (boards, law firms, grantees)
- Upload and input new donor data quickly post-events, enter donor contact reports
- Reconcile donor database monthly with accounting department

Event Coordination (20%)

- Support all fundraising and stewardship events (around 10/year including one large annual luncheon)
- Track and support guest registration
- Coordinate catering, supplies, and work with vendors as needed
- Support event communications and invitation design with Chief Development Officer
- Ensure immediate follow up with guests pre- and post-event
- Manage event wrap up, gift processing, thank you letters, and pledge reminders

QUALIFICATIONS:

1. Demonstrated ability to organize own work, coordinate and manage projects, set and communicate priorities, meet deadlines, and follow up on assignments with minimal direction
2. Excellent time management skills and the ability to work on multiple projects at once
3. Strong planning skills, high attention to detail, and comfort working with numbers and data
4. Experience with donor data system Little Green Light (LGL) a plus
5. Strong communication skills and the ability to comfortably interact with donors, board members, and new people
6. Proficiency in Microsoft Office, specifically Excel and Word
7. Ability to maintain confidentiality and use discretion
8. Bachelor's degree **or** two years fundraising experience in fast paced environment
9. Experience coordinating events of various sizes
10. Commitment to working for an organization dedicated to equal justice for all

SALARY AND BENEFITS:

Starting salary is \$42K - \$46K depending on experience. . Excellent benefits package includes Medical and Dental insurance, Flexible Spending Plan for healthcare and childcare spending, an ORCA pass, Life and long-term disability insurance, three weeks of vacation, an optional 403(b) retirement savings plan and after one year employees are eligible to enroll in pension plan.

TO APPLY: Please send resume, cover letter and three references to Kristin Parker at kristin@legalfoundation.org. Application review will begin June 19.

The Legal Foundation of Washington does not discriminate on the basis of gender, race, ethnicity, age, disability, social class, sexual orientation, religion, or other diversity factors. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.