



Position: Development Database Manager
Reports to: Annual Campaign Director
Status: Part-time, 25 hours/week, salaried non-exempt
Starting date: Open until filled

The Legal Foundation of Washington (LFW) envisions a society where poverty or race is not an impediment to justice. We remove barriers to the justice system by funding programs that provide high quality civil legal services to people who experience poverty in Washington State. Since our creation in 1984, LFW has invested over \$200 million in our state's legal aid system. LFW is an independent nonprofit organization led by a nine-member board of trustees who oversee multiple revenue sources that total over \$10 million annually.

LFW seeks a Database Manager to support our Campaign for Equal Justice, our annual fund that builds support for our network of legal aid providers. This position manages and inputs all donor data to support the fundraising program, collaborates with the accounting team to reconcile donations, and ensures integrity and security of our supporter information.

Who We Are

LFW is a proud supporter of the Alliance for Equal Justice, a network of Washington State organizations that collaborate to coordinate strategy and the delivery of civil legal aid to people and communities that experience poverty and injustice. We are committed to identifying and dismantling all barriers that deny justice and perpetuate poverty and racial inequities.

The LFW board and staff value communication, collaboration, and a shared commitment to our mission. We are careful stewards of resources, and we approach our work and discharge our decision-making responsibilities with an ethos of humility and respect.

LFW is committed to becoming an anti-racist organization. We know that creating fair access to civil justice requires undoing systemic racial oppression and reflect racial justice and inclusion in all of our grantmaking. We are committed to long-term systemic change and commit more than half of our funding to impact litigation and policy reform that advance rights for people living in poverty. Internally, we pursue a regular course of learning and education to change and update our thinking and practices in ways that reflect the values of anti-racism.

POSITION SUMMARY:

This part-time, 25-hour/week salaried non-exempt position supports the Campaign for Equal Justice and Endowment for Equal Justice by processing donations, pledges, sending gift acknowledgement and maintaining accurate donor records. This position also works closely with the accounting team to complete monthly reconciliation of the donor database. The successful candidate will reside in Washington state and be

able to commute to LFW's downtown Seattle office. The position currently works remotely but will be based onsite in our Seattle office once in-office operations resume.

RESPONSIBILITIES:

Manage Donations and Donors in Little Green Light Database

- Process donations (mail, online, lockbox) every week
- Enter pledges (mail, online, lockbox) every week
- Code donations, pledges, and pledge payments appropriately
- Generate and send thank you letters once a week
- Generate donor reports for campaigns, appeals, events, meetings, etc. as needed
- Maintain current lists of supporters in database (MailChimp, boards, law firms, grantees)
- Clean and de-duplicate donor records in database monthly, or as needed
- Reconcile donor database monthly with accounting department
- Support accounting team with annual audit

Development Administration

- Support Development Team with fundraising data needs
- Support events and mailings as needed
- Conduct prospect and donor research for annual campaign and major donor program

QUALIFICATIONS:

- Demonstrated experience working with CRM/Donor databases, previous experience with Little Green Light a plus.
- High attention to detail and comfort working with numbers and data.
- Demonstrated ability to organize own work, manage projects, set priorities, meet deadlines, and follow up on assignments.
- Good time management skills and the ability to work on multiple projects at once.
- Strong communication skills and comfort interacting with donors.
- Proficiency in Microsoft Excel and Word required
- Ability to maintain confidentiality and use discretion.
- Committed to working for an organization dedicated to equal justice and race equity.

SALARY AND BENEFITS:

This is a 25-hour a week salaried non-exempt position that pays \$31,000 annually with potential for increased salary after three months. Excellent benefits package includes medical, dental and vision insurance, flexible spending plan for healthcare and childcare spending, a fully subsidized ORCA pass, life and long-term disability insurance, vacation and sick & safe leave, and retirement plan.

TO APPLY: This position is open until filled. We will begin reviewing applications on March 29. Please send resume and cover letter to Kristin Parker at kristin@legalfoundation.org.

LFW is committed to a policy of equal opportunity and supports an environment free of barriers and bias. People of color, people with disabilities, members of the LGBTQ community, and other individuals with diverse backgrounds are encouraged to apply.