



**Position:** Development Coordinator  
**Reports to:** Chief Development Officer, Annual Campaign Director  
**Status:** Full time  
**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 Development Coordinator to support our Campaign for Equal Justice, our annual fund that builds support for our network of legal aid providers, and our long-term Endowment for Equal Justice. This position coordinates fundraising events and supports the fundraising team with board and donor communications, as well as providing administrative support as needed.

### **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 team values 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 full-time position works closely with and supports the fundraising team by facilitating communications and scheduling for fundraising boards and committees as well as by coordinating fundraising and donor stewardship events for the Endowment for Equal Justice. The position will support general fundraising administration for both the Campaign and Endowment. 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 our Seattle office once in-office operations resume.

## **RESPONSIBILITIES:**

**Board Communications & Support** – schedule meetings, take minutes, maintain rosters and other administrative functions needed to support:

- The Campaign for Equal Justice Board: this 40-member board meets twice per year and has 5 committees
- The Endowment for Equal Justice Board: this 17-member board has 6 committees as well as a 14-member Advisory Council.

## **Event Coordination**

- Coordinate all Endowment for Equal Justice events including the Voices for Justice Concert and house parties.
- Assist with the Annual Goldmark Award Event (June through February)
- Assist with Campaign for Equal Justice events as needed throughout the year

## **Database Support**

- This position will assist the Development Database Manger with gift acknowledgments
- Run donor reports and other data support as needed.

## **QUALIFICATIONS:**

- 2+ years professional experience coordinating events of various sizes.
- 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 and board members
- High attention to detail and comfort working with numbers and data.
- Proficiency in Microsoft Excel and Word required – Canva or Adobe InDesign a plus
- Experience with donor databases (CRM) a plus. We use Little Green Light.
- 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 full-time position that pays \$52,000 annually. 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, three weeks of vacation, 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](mailto: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.*