

National Law Center on Homelessness & Poverty
JOB OPENING: DEVELOPMENT ASSISTANT

The National Law Center on Homelessness & Poverty is a not-for-profit legal advocacy organization that serves as the legal arm of the national movement to end homelessness. We focus on enforcing compliance with existing rights and benefits for homeless people as well as working with Congress and with the Administration to develop new laws and policies. NLCHP presses for solutions that address the causes of homelessness, not just its symptoms. We seek an organized, detail-oriented person of high personal integrity to support our fundraising team starting in late August, early September 2010.

Requirements

Excellent attention to detail
High computer literacy, database experience a plus
Strong organizing and communication skills
Ability to work independently and meet deadlines
Flexible attitude
Team-oriented approach to problem solving
Commitment to social justice
Prior work on homelessness or poverty preferred
College degree preferred for this entry-level opportunity in professional fundraising.

Responsibilities

Processes all gifts and produces acknowledgements
Tracks donations and produces reports
Tracks and analyzes development efforts
Maintains and manages all information contained in the donor database and helps with other data management
Helps to track and manage grant proposal process
Helps to research and identify potential foundation donors
Prepares attachments for grant proposals and reports, and ensures they are submitted according to foundation guidelines
Assists with grant proposal writing on an as-needed basis
Drafts letters and email correspondence for Executive Director
Schedules and participates in calls and meetings with potential funders
Organizes and coordinates all stewardship mailings to current and potential donors
Assists with planning, logistics, and execution of special events
Helps recruit and supervise development & communications volunteers and interns
Serves as liaison with Board of Directors as needed
Provides technical and administrative support to office as needed

Salary and Benefits

Salary: Commensurate with experience.

Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; working in a small, collegial team environment; opportunity to have a significant national impact.

Application Procedure:

Send cover letter, resume, salary history and a short writing sample (e-mail preferred) to:

Taunya A. Melvin, Director of Operations
National Law Center on Homelessness & Poverty
1411 K Street, N.W., Suite 1400
Washington, DC 20005
Attn: Development Assistant
E-mail: tmelvin@nlchp.org
Fax 202-628-2737
No phone calls, please.

NLCHP is an equal opportunity and affirmative action employer.