



Development Coordinator Position

Position: Just Neighbors seeks a passionate Development Coordinator to grow its fundraising and communication capacity, which will allow us to work with more immigrant and refugee families in Virginia, Maryland, and Washington DC. This position works with the Development Director to create and implement a \$1.5 million+ fundraising plan.

How to Apply:

Deadline: Position open until filled. Candidates must email a cover letter and resume to Erin McKenney, Executive Director at Erin@justneighbors.org with "Development Coordinator" in the subject line.

Who We Are:

The mission of Just Neighbors (www.justneighbors.org) is to provide high-quality immigration legal services to low-income immigrants, asylees, and refugees in Washington, DC, Maryland, and Virginia; and, to build community among clients, staff, volunteers and the larger society through education, advocacy, and volunteerism. It was founded in 1996 to develop a practical response to the legal challenges immigrants face in the U.S. As a community-based 501(c)(3) organization headquartered in Annandale, VA, Just Neighbors has provided immigration legal services to thousands of low-income immigrants and refugees of all faiths and nationalities for 25 years. Just Neighbors accomplishes this work efficiently and cost-effectively with a staff of seventeen and more than 100 volunteers. In addition to direct legal services, Just Neighbors educates community leaders, organizations, and community members through presentations about immigration law and policies.

Responsibilities:

Fundraising and Development:

- Manage and implement individual donor campaigns and online giving days
- Steward current donors to ensure renewal and identify prospects who can be cultivated to support the organization through sponsorship, unrestricted and programmatic gifts (includes implementation of cultivation and recognition activities/events for sponsors).
- Work closely with the Director of Development to identify, research, and solicit new potential donors
- Fully utilize the donor management system (Neon CRM) including creating regular reports and analyzing donor/donation analytics
- Oversee donation entry, accuracy of database, donor appreciation and acknowledgement
- Assist the development team with grant proposals and grant reports
- Work with the Board of Directors' development committee to plan and implement fundraising events
- Be available for occasional evenings or weekends for fundraising events or committee meetings
- Be willing to travel to other areas of Virginia, Maryland, and DC for fundraising/development events
- Work closely with the volunteer coordinator to thank and further engage volunteers
- Regularly attend fundraising/development trainings and coalitions to expand fundraising efforts
- Maintain ongoing relationships and communications with fundraising partners (United Way/CFC, Catalogue of Philanthropy, ACT of Alexandria, etc.)

Communications

- Develop and execute Just Neighbors communications plan which includes in-person, print, and digital platforms
- Manage digital communications through e-newsletters, social media platforms (Facebook, Twitter, Instagram, YouTube), and the Just Neighbors website.

Other Duties as Assigned

Qualifications:

Experience with nonprofit fundraising strategies and implementation; knowledge of fundraising principles, ethics, and trends in fundraising; experience with successfully carrying out large and small-scale fundraising events and direct mail/email appeals; proven track record of work in the development field around donor cultivation, stewardship, tracking, and prospecting; commitment to the mission and culture of Just Neighbors.

Skills needed to perform the job:

- Confidence and focus to meet deadlines
- Effective time management
- Ability to work independently and collaboratively
- Excellent organizational and communications skills (both oral and written)
- Attention to detail, precision, and accuracy
- Enthusiasm and dependability
- Competency with technology
- Demonstrated skill in Microsoft Office Suite products, CRM software, WordPress and basic design software (Canva).
- Ability to flourish in a challenging, but community-driven, environment
- Flexibility, creativity, enthusiasm, and a sense of humor

Salary range is \$48,000-\$70,000, contingent on experience and qualifications. Compensation is determined by established, non-negotiable salary bands and objective criteria relevant to the position. Just Neighbors offers a flexible working environment as well as excellent benefits including generous paid time off (15 vacation days, 10 personal days, and 17 holidays), fully paid health insurance, employee assistance program, and an 8% contribution to 403(b) retirement plan. Just Neighbors is an Equal Opportunity Employer; we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe the more inclusive we are, the better we are able to assist clients. We welcome applicants of all religions, gender-identities, races, ethnicities, ages, physical abilities, and sexual orientations.