

Job Description Development Associate

Position: Development Associate

Organization: The Human Trafficking Legal Center

Location: Washington, D.C.

Employment Type: Full-time

Salary Range: \$45,000-\$50,000

Application Deadline: February 1, 2024

Anticipated Start Date: February 15, 2024

Position Description:

The Human Trafficking Legal Center is seeking a passionate and dedicated professional to support the organization's development program. This is an ideal position for an individual who is skilled in relationship-building, detail oriented, and who is passionate about human rights. The Development Associate plays a crucial role in supporting the organization's fundraising and development activities. This position will report to the Development Director, working closely with the team, donors, and other stakeholders to ensure successful implementation of fundraising strategies and campaigns.

The Development Associate will work closely with the Development Director, President, and key partners to support the identification, cultivation, solicitation, and stewardship of donor relationships. The Development Associate will support the development of foundation proposals and reports. They will also support the development of special appeals, online communications campaigns, and special events, including an annual benefit in October.

The Mission:

The Human Trafficking Legal Center fights to shift the balance of power from traffickers to survivors, connecting survivors with pro bono legal counsel to fight for their rights. We ensure survivors have access to justice. We demand accountability from traffickers, governments, and corporations.

Qualifications:

- Experience with email marketing platforms, web design, and graphic design software.
- Experience with fundraising donor management databases.
- Excellent organizational skills.
- Excellent time management skills.
- Ability to work well independently.
- Strong interpersonal skills.
- Excellent writing, research, and analytical skills.
- Demonstrated proficiency with Google Suite and Microsoft Office.
- Bachelor's Degree or equivalent.

Responsibilities:

- Support organization's development operations.

- Update donor records using Neon CRM.
- Track events, donations, and financial reporting.
- Research opportunities for grants and individual giving.
- Research institutional funding opportunities.
- Assist with drafting proposals.
- Support the Development Director in tracking the status of grant applications across all program areas.
- Write, mail, and track donor acknowledgement letters.
- Run monthly fundraising reports.
- Maintain up-to-date knowledge of the Human Trafficking Legal Center's activities, impact, and accomplishments.
- Collaborate on team-wide development, communications and program-based projects, including fundraising campaigns and special events.
- Participate in planning and execution of fundraising events.

This is a full-time, salaried position. Candidates will be expected to work in-person the Washington, D.C. office at least one day per week. Regular hours are 9:00 to 5:00, Monday through Friday. Benefits include three weeks of paid vacation each year and a one-week holiday office closure between Christmas and New Year. Employees have all federal holidays as days off, one floating personal day per calendar year, and five days of sick leave each year. Generous benefits also include a SIMPLE IRA retirement plan 2% annual contribution, professional development, and a 100% employer-paid medical/dental/vision insurance plan for all employees.

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, gender, gender identity, sexual orientation, marital status, pregnancy, citizenship, age, religion, disability, status, genetic information, military status, or any other classification as provided by law. **Candidates with lived experience are encouraged to apply.**

This organization is based in Washington, D.C. where the office functions on a hybrid schedule. Authorization to work in the United States is required.

Applicants should submit a brief cover letter, including how you heard of this opening, why you are interested in the position, and at least two specific examples of relevant experience. Please also include a resume, relevant writing sample, and contact details for three references to info@htlegalcenter.org with subject line "Development Associate."