



DC Volunteer Lawyers Project
5335 Wisconsin Avenue, NW, Suite 440
Washington, DC 20015
Tel. (202) 885-5542
www.dcvlp.org

Job Announcement: Development & Executive Assistant

Our Work: The mission of the DC Volunteers Lawyers Project is to recruit and support a network of volunteer lawyers to provide high-quality, pro bono legal services to low-income individuals in the District of Columbia who are domestic violence victims and survivors, at-risk children, or have other urgent family law needs.

DC Volunteer Lawyers Project seeks an outgoing, motivated, and highly organized person to support our development team and Executive Director; and play a key role in the administrative team.

This is an excellent opportunity to work with a dynamic team, learn about development for a non-profit organization, and increase access to justice for under-served, low-income individuals in domestic violence and other family law cases. This is an entry-level position for someone with exceptional initiative and interpersonal skills who is extremely detail-oriented and organized. Training will be provided, along with appropriate hands-on supervision to ensure success.

Overview: The Development and Executive Assistant holds a critical role in our growing non-profit. The successful candidate will have a positive attitude, willingness to work with others, strong attention to detail, and a flexible work style. She/he will assist with managing grants, donors, fundraising campaigns, and events that are integral to DCVLP's success.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Development & Executive Assistant will report to the Director of Development and work closely with the Executive Director, the Director of Development, and the Director of Major Gifts and Events. Responsibilities include, but are not limited to:

1. Track grant and report deadlines, record interactions with current/prospective donors in donor database, and keep hard files up to date.
2. Assist with preparation of grant applications and reports;
3. Manage the donor database and ensure data accuracy and utility, including:
 - a. Receive and input contribution data – gifts, pledges, and payments;
 - b. Update donor records as appropriate;
 - c. Generate timely acknowledgments for all gifts from donors;
 - d. Create donation reports for use by DCVLP leadership and Board of Directors; and
 - e. Perform regular database maintenance and data clean-up.

4. Prepare and mail correspondence with individual donors, including targeted fundraising campaigns, annual appeal, and special events (for more details on our annual benefit, Voices Against Violence, go to dcvlp.org/annual-event/);
5. Assist Executive Director, Director of Development, and Director of Major Gifts with administrative needs.

MINIMUM QUALIFICATIONS

- Ability to collaborate with a team on special projects and events.
- Ability to interact with donors and supporters.
- Proficiency in Microsoft Office (especially Word and Excel) and Quickbooks.
- Excellent attention to detail and organizational skills.
- Excellent professional judgment and ability to maintain confidential information.
- Ability to manage multiple assignments through clear and direct communication.
- Ability to work independently and efficiently.
- Ability to problem-solve and to take initiative.
- Bachelor's or Associate's degree.

Other Experience (not required but a plus)

- Experience with E-Tapestry, Donor Perfect, Raiser's Edge, Blackboard, or similar donor management software.
- Experience proof reading and writing donor-related letters.
- Experience in event planning and organizing meetings.

POSITION DETAILS

- 40 hours per week.
- Non-exempt, eligible for overtime.
- Position is located on site in our Washington, D.C. office.
- Physical requirements: Sitting and keyboard work for long periods of time, frequent bending, kneeling, and reaching, and lifting and carrying approximately 10 pounds.

COMPENSATION

- Salary \$34,000 - \$37,000 annually, depending upon experience.
- DCVLP supports enrollment in our major medical plan, life insurance, and long-term disability programs.
- Generous paid holiday, leave offerings.
- Eligibility to participate in DCVLP's 403b retirement program.

To Apply: DCVLP has a non-discrimination policy and encourages all interested and qualified applicants to apply regardless of race, gender, sexual orientation, gender identify, religion, age, disability, or other status protected by applicable law. Interested applicants should send a letter of intent and a resume to DCVLP Director of Development Jackie Love-Baker, at jobs@dcvlp.org.