



National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

June 2023

DEVELOPMENT COMMUNICATIONS ASSOCIATE

Who We Are

Public Justice is looking for a talented and creative communications professional with a passion for building, sustaining, and growing donor relationships and an interest in communicating Public Justice's work, and progress, to our most dedicated supporters.

Public Justice takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights, and the destruction of the earth's sustainability. We connect high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice.

In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end modern-day debtors' prisons, enforce the nation's most important environmental laws, and much more.

What We Are Looking For

We are urgently seeking a Development Communications Associate to support the External Affairs Team on a variety of tasks, including managing fundraising and marketing related digital communications and direct mailings, developing fundraising collateral, overseeing and updating the development pages on Public Justice's website, and providing necessary communications support to maximize engagement with members, donors, and foundation funders. The Development Communications Associate serves in a key support role, focusing on enhancing our organization's digital fundraising presence, marketing efforts, and donor engagement strategies.

This position is a full-time, exempt position, remote position and part of the organization's Division of External Affairs. The Development Communications Associate reports to the Senior

Director of Development. Public Justice is committed to onboarding and supporting the growth and engagement of team members who choose to work remotely. For team members who seek to work in-office, we can provide an experience that supports in-person social interaction and collaboration in our hub cities of Washington D.C. and Oakland, C.A. or remotely from other parts of the country.

Key Responsibilities

- Draft development related communications, including mass fundraising emails (using Constant Contact, EveryAction, and Outlook), social media posts, donor newsletters, acknowledgement letters, collateral, and other digital and print communications;
- Create and maintain annual and monthly fundraising communications plans and calendar, and manage all print and digital fundraising campaigns, including monthly e-blasts and our annual Giving Tuesday and end of year communications;
- Assist with Public Justice's social media and website accounts related to member and donor engagement, including LinkedIn, YouTube, Guidestar/Candid, Charity Navigator, and the members only section of Public Justice's website;
- Create and update online donation, membership, survey, and advocacy action forms in EveryAction;
- Serve as a liaison between the communications and development teams to coordinate external communications efforts;
- Manage and communicate analytic reports for all development communications, including open rates, click rates, and funds raised (when applicable); optimize and monitor search acquisition/search engine optimization (SEO) efforts through Google Grants and Microsoft Ad Grants;
- Routinely update the development pages on Public Justice's website and ensure that all member and donor listing are accurate and up-to-date;
- Proofread and edit design and copy created by the development team on various collateral;
- Develop promotional merchandise and print collateral (e.g., infographics, handouts, posters) for major donor and member cultivation events, including conferences, tabling events, and our annual fundraising Phonathon;
- Support the membership and major donor teams with mailings, as needed;
- Travel to development and membership recruitment events, as needed (10%);
- Other duties and responsibilities as assigned.

Experience and Qualifications

- Experience working with Microsoft office suite (Outlook, Word, Excel; Powerpoint); EveryAction or related CRM experience; high level of comfort working with online applications.
- Excellent writing and communication skills and impeccable attention to detail;
- Ability to juggle multiple assignments concurrently;
- Good judgment and ability to maintain confidential information;
- Must be able to exercise initiative, flexibility, discretion, and decision-making skills;
- 1-2 years of experience with communications, fundraising or related work in the non-profit sector preferred;
- Bachelor's degree or equivalent experience.

Salary

We offer a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. The salary for this position will be between \$50,000 and \$55,000, commensurate with experience.

Benefits

- Four-day workweek
- Flexible schedule
- Three weeks of paid vacation
- Two weeks of sick leave
- Two personal days each year
- All federal holidays and some local holidays off (*Public Justice acknowledges there are various religious and cultural holidays that are important to our team. We encourage team members to take any days necessary for observing holidays and celebrations that are central to their faith tradition or communities.*)
- Employer-sponsored health plan
- 401 (k) plan

How to Apply

Interested candidates please send a resume, cover letter, writing sample, and contact information for two references to Kelly Simon, Senior Director of Development, with the subject line ‘Development Communications Associate’ to ksimon@publicjustice.net.

Applicants are encouraged to submit their materials by July 7, 2023, at which point applications will be reviewed on a rolling basis until the position is filled.

Diversity, Equity, Inclusion & Access

We recognize that creating a truly equitable, inclusive, and diverse organization is an ongoing journey, and we're proud and excited to share our journey with you. Please visit the link below to read our Diversity, Equity, and Inclusion policy.

Diversity, Equity, Inclusion & Access

Public Justice is an equal opportunity employer and values a diverse workplace. We are committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQIA2S+ individuals; previously incarcerated individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities.

If you require reasonable accommodations during any part of the hiring process, please email mmediavilla@publicjustice.net.

A note to women and BIPOC Candidates:

Studies have shown that women, nonbinary people, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay!

We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.