

Development Assistant Position Available

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health, and education. We are the largest provider of free legal services in the District and the only to focus on children. Our 80-person staff partners with local pro bono attorneys to serve more than 2,000 at-risk children each year. We use this expertise to advocate for changes in the District's laws, policies, and programs. For more information visit www.childrenslawcenter.org.

Responsibilities

The development assistant will work with Children's Law Center's three-person development team to provide support for Children's Law Center's robust fundraising program. This entry level position is a great way to step into the nonprofit world and gain experience in fundraising. Reporting directly to the development director, the assistant's responsibilities include:

- Update, manage, and prepare analysis from Children's Law Center's fundraising database.
- Process all contributions, reconcile data with accounting, and manage acknowledgements.
- Handle logistics for Children's Law Center's annual benefit as well as for house parties and other donor events.
- Coordinate logistics and lists for all mailings and electronic outreach to donors.
- Provide administrative support for the executive director and the development team.

Requirements and Qualifications

- Good working knowledge of Microsoft Office 2007 (or later) software, especially Word and Excel.
- Experience with databases a plus.
- Event planning experience a plus.
- 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 as a team member.
- Ability to work efficiently and problem-solve.
- Strong capability to work well under pressure and in a fast-paced environment.
- Bachelor's degree.

No telephone calls please. Send resume, cover letter, and three references (via mail, fax, or email) to:

Development Assistant Search Committee
Children's Law Center
616 H Street, NW, Suite 300
Washington, DC 20001
202.467.4949 (fax)
jobs@childrenslawcenter.org

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.

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