



## **Donor and Special Projects Officer**

The Lawyers' Committee for Civil Rights Under Law is one of the nation's leading national racial justice legal organizations. Formed in 1963 at the request of President John F. Kennedy, the Lawyers' Committee uses legal advocacy to achieve racial justice, fighting inside and outside the courts to ensure that Black people and other people of color have the voice, opportunity, and power to make the promises of our democracy real.

The Lawyers' Committee seeks a dedicated and highly-motivated Donor and Special Projects Officer to manage solicitation and stewardship of all special gift donors (\$1,000-\$5,000). This position will have a diverse set of responsibilities, focused on creating and deepening relationships with donors through in-person and online meetings, mailings, and special engagement opportunities. The incumbent will help donors fulfill their passions and interests through their giving and create opportunities for individuals to engage with the organization, including; creating and executing a direct mail program for full donor files, planning, executing email giving program, planning and executing donor events, and support the annual Higginbotham gala. Additionally, this position will create and execute high ROI group donor engagement and leverage staff and organizational opportunities to build donor relationships with individuals and institutions.

The Donor and Special Projects Officer will work closely with the Vice President of Development, Senior Development Officer, and other development team members to create and foster relationships with donors and prospects to increase annual giving.

This is a full-time, exempt position based in Washington, DC. The Donor and Special Projects Officer will work under the supervision of the Vice President, Development.

### **Specific Duties and Responsibilities:**

Essential responsibilities of the Donor and Special Projects Officer include but are not limited to the following:

#### **Essential Duties - Donor Stewardship and Solicitation**

- Manage the cultivation, solicitation, and stewardship of the Special Gift donors giving between \$1,000-\$5,000;

- Create individual goals for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential and interests;
- Create and execute direct mail and email program including a planning calendar, writing content, and executing with vendors;
- Create and execute special cultivation and stewardship opportunities, such as small events, special mailings, or communications for select donors/prospects in portfolios;
- Prepare personalized proposals for individual prospects and write cultivation and solicitation correspondence; and
- Support law firm and corporate outreach.

### **Essential Duties - Events and Research**

- Lead the creation, planning, and execution of donor events and additional donor engagement opportunities;
- Support the planning for the annual Higginbotham Gala working closely with Senior Development Officer;
- Qualify new prospects for assignment to the portfolio on a quarterly basis using shared research tools and reports;
- Identification and qualification of donors to be assigned to individual portfolios;
- Lead assignment of new \$5,000 donors to solicitor portfolios; and
- Provide executive-level support to senior staff in preparation for solicitation or stewardship opportunities, including appropriate, concise briefing materials in advance of meetings with donors and prospects.

### **Essential Duties - Coordination and Facilitation**

- Work with the appropriate staff to secure project information and use this information to develop materials directed at individual donors/prospects, such as highly personalized proposals that are in line with donor interests and programmatic priorities, and stewardship reports that detail progress made as a result of a particular gift, etc.;
- Create donor strategy memos, letters, emails, and other related pieces for donors, prospects, program staff, and others;
- Collaborate with other departments, including Communications, Field, and Advocacy;
- Maintain working knowledge of national programmatic priorities and current issues and events as they occur; and
- Other duties as assigned.

### **Other Responsibilities**

- Special projects and other tasks as assigned by the Vice President, Development.

## **Minimum Requirements and Competencies:**

- Strong belief in the Lawyers' Committee's work and mission;
- Commitment to racial equity, diversity, and inclusion. Respect for differences in race, ethnicity, age, sexual orientation, gender identity, religion, ability, and socioeconomic background;
- Strong people skills. Effective interpersonal and communication abilities. Ability to "lead through others" and gracefully exact excellence from them. Persuasiveness and perseverance in attaining goals;
- The ability to communicate effectively and respectfully on the phone and in-person with donors, board members, volunteers, staff, and the general public;
- Bachelor's Degree and minimum three years of progressive experience in development and cultivating individual giving;
- Experience nonprofit fundraising, with progressive responsibility and a proven track record of soliciting, closing, and gifts in the \$1,000-\$50,000 range;
- Excellent written, interpersonal, and oral communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece;
- Strong organizational skills, ability to prioritize and manage multiple projects simultaneously, and meet deadlines. Ability to develop long-term plans, set objectives, and track progress towards achieving objectives;
- A confident and professional work style. Ability to work independently and take the initiative and exercise good judgment. Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve;
- Experience with donor database management and systems and ensure complete, secure, and private donor records. Experience with Raisers Edge preferred;
- Proficiency with donor databases and office technology and information systems (including Word, Excel, Outlook, PowerPoint);
- A driver's license and availability to travel occasionally is required; and
- Ability to work occasional overtime or irregular hours.

**To Apply:** Please submit a cover letter and resume to:  
<https://podio.com/webforms/27311498/2106177>.

No calls will be accepted. The position will remain open until filled, and applications will be reviewed on a rolling basis. Salary and benefits are

competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental, and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability, and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 12 paid Holidays; and Vacation/Sick days.

**Commitment to Diversity and Inclusion:** The Lawyers' Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

**Accessibility Assistance:** Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation; send an email with the subject line "Applicant Accommodation" to [accommodation@lawyerscommittee.org](mailto:accommodation@lawyerscommittee.org).