



Institutional Partnerships Coordinator

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 Institutional Partnerships Coordinator to lead the coordination of a robust institutional funder portfolio. This position will focus on internal work, coordinating deadlines and grant tracking systems, writing reports, proposals, and other institutional communications, developing, and maintaining effective relationships and lines of communication with internal teams and departments, and conducting prospect research.

This is a full-time, exempt position based in Washington, DC. The Institutional Partnership Coordinator will work under the supervision of the Vice President of Development and will work closely with the Foundations Relations Officer as well as the Grants Accounting Manager and Program Directors.

Specific Duties and Responsibilities:

Essential responsibilities of the Institutional Partnerships Coordinator include but are not limited to the following:

Essential Duties – Institutional Portfolio Management

- Lead coordination of a portfolio of approximately 75-100 institutional funding prospects and funders;
- Draft proposals in line with donor interests and programmatic priorities and draft grant reports that detail progress on grant deliverables;
- Write letters of intent and other cultivation and solicitation correspondence for institutional prospects;
- Work with the appropriate staff to secure project information using this information to develop solicitation materials;
- Lead tracking and fulfillment of grant reporting and proposal deadlines;
- Update and maintain existing financial tracking systems for all

- institutional grants and contributions;
- Maintain organized and updated records in the database and on a shared drive on institutional contacts and proposal and reporting deadlines;
- Maintain working knowledge of programmatic priorities and current issues and events as they occur;
- Track in database and report on activity and deadlines for institutional funder portfolio;
- Coordinate and support Foundation Relations Officer in preparing materials for internal meetings that align stakeholder and staff expectations and agreements on grant deliverables;
- Provide executive-level support to senior staff in preparation for solicitation or stewardship opportunities, including supporting the Foundation Relations Officer in creating concise briefing materials in advance of meetings with donors and prospects;
- Qualify new prospects for assignment to the institutional portfolio on a quarterly basis; and
- Develop and execute special cultivation and stewardship opportunities, such as small events for select donors/prospects in the portfolio.

Essential Duties – Coordination and Facilitation

- Collaborate with Accounting Department and Grants Accounting Manager;
- Collaborate with other departments, including Finance, Communications, and all Program Directors;
- Support senior and program staff on institutional donor engagement opportunities;
- Ensure funders receive timely and accurate reports on the use of their gifts and progress;
- Create memos, letters, emails, and other related pieces for institutional funders, prospects, program staff, and others; 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 with the capacity to communicate effectively and

- respectfully on the phone and in-person with donors, board members, volunteers, staff, and the general public;
- Detailed-oriented self-starter with strong analytical and problem-solving skills;
 - Excellent written communication and presentation skills;
 - Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece. Familiarity with talking about utilizing litigation and policy to promote social justice is helpful;
 - Outstanding interpersonal and oral communication skills;
 - Bachelor's Degree and 3-6 years of professional experience with at least 1-2 years of experience in nonprofit fundraising;
 - Strong organizational skills with the ability to prioritize and manage multiple tasks and projects simultaneously to meet deadlines;
 - A confident and professional work style. Ability to work independently, take the initiative and exercise good judgment in stressful circumstances. Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve;
 - Experience with donor database management and systems to track fundraising campaigns, ensuring complete, accurate, secure, and private donor and campaign records;
 - Proficiency with donor databases, preference for Raisers Edge, and office technology and information systems (including Word, Excel, Outlook, PowerPoint); and
 - Ability to work occasional overtime or irregular hours.

To Apply: Please submit a cover letter and resume to:
<https://podio.com/webforms/27311613/2106181>.

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.