



CENTER FOR PUBLIC JUSTICE

Development Associate
Approximate Start Date July 1, 2023
Full-Time
Based in Alexandria, VA

Position Description

The Center for Public Justice seeks a Development Associate responsible for supporting the Director of Development in organizing and running all aspects of CPJ's partner engagement efforts. The Development Associate supports the relational fundraising model of CPJ by managing campaigns and donations, talking with donors, providing administrative assistance to the Development Team, collecting and organizing data, entering gifts and sending acknowledgement letters, and developing and executing workflows. These skills are essential so that the Development Associate can aid in keeping the development plans on track, facilitating donor interactions, solving logistical issues, and collaborating with the CPJ team effectively.

The Development Associate reports to the Director of Development and works with the Operations Manager, the Communications Team, and the CEO on a regular basis.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and public policy organization whose mission is to serve God, advance justice, and transform public life. Through its programs CPJ equips citizens, develops leaders, and shapes policy. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

- Provide administrative support to the Development Team
- Manage the annual campaign and endowment campaign calendars
- Participate in creating campaigns and prospect cultivation strategies and direct online peer-to-peer giving campaigns
- Enter gifts and generate applicable acknowledgement and receipt letters with accuracy and efficiency
- Maintain expert knowledge in all areas of the Virtuous database system providing quality control on data entry

- Maintain the accuracy and integrity of the database ensuring all information is current and kept up to date
- Communicate with donors on the phone, via email, and in person
- Conduct research on prospects, including individuals, corporations and foundations identified by development team members as potential sources of private funds for specific projects
- Record comprehensive records of current and changing policies and SOPs
- Assist in providing data reports on donors and giving from Virtuous
- Assist in the preparation, administration, and staffing of special events
- Acquire and maintain current knowledge of public activities, projects, policies and procedures of CPJ
- Follow expectations outlined in the Employee Handbook
- Participate in, and occasionally lead, weekly prayer with CPJ staff

Persons applying for the position should have

- A personal, active, and demonstrable commitment to Christ and to CPJ's mission
- Independent and organized self-starter
- Enjoy paying attention to details on all levels while managing one's own workflow and helping to direct the workflow of other people to complete projects with multiple concurrent tasks and deadlines
- 1-2 years professional experience in development, fundraising, or sales
- Exceptional skills in interpersonal engagement, professional discretion, confidentiality, and accountability
- Hold at minimum a bachelor's degree in a related field or equivalent professional experience
- Strong written and oral communication skills
- Proficient with Google Workspace, Zoom, and a CRM database system

Physical requirements include:

- Sitting for long periods of time at the computer
- Climbing stairs
- Occasional travel may be required for local outreach and partner support

Ideal candidates will also possess these attributes

- Familiarity and/or demonstrable understanding of the Reformed theological tradition and in particular its expression in the concept of public justice
- Knowledge of and/or experience with faith-based public policy or advocacy

Salary and Benefits

The annual salary for this position is \$40,000 - \$50,000 depending on experience and skill. CPJ offers a generous benefits package that includes: 100% paid health and dental insurance; 15 paid holidays; 2 weeks paid leave, paid family medical leave; and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary. This position, based in Alexandria, VA, is hybrid-eligible, meaning up to two weekly telework days are made available for this position. Telework is made available on Mondays & Fridays for employees whose positions meet the criteria for telework.

Application Process

Applicants should submit a cover letter, a current resume, and four references with contact information including name, relationship, address, email and telephone numbers. At least three professional references and one character reference who can speak to the candidate's maturity as a Christian are requested.

Inquiries and application materials should be sent via email (with Word or PDF attachments) to the contact below, referencing "Development Associate" in the subject line. Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

Mr. Oliver Mead

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