



**Annual Fund Associate**  
**AVAILABLE IMMEDIATELY**  
**Full-Time (Hybrid-Eligible)**  
**Based in Alexandria, VA**

Position Description

The Center for Public Justice (CPJ) is seeking a detail-oriented and motivated team member to support our growing annual giving program. Reporting to the Director of Development, the **Annual Fund Associate** will assist with implementing fundraising and donor stewardship activities that increase donor engagement and revenue. This is an excellent role for someone early in their development career who wants to build skills in donor communications, data management, grant support, and annual fundraising while contributing to CPJ's mission.

The ideal candidate is a strong communicator, strategic thinker, and relationship builder—with a heart for CPJ's mission and a track record of engaging supporters across multiple channels.

The Center for Public Justice

The Center for Public Justice is a nonpartisan, independent, Christian civic education and policy organization. Our mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life.

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

**Annual Giving Strategy & Execution**

- Support a strategic annual giving plan with clear goals for donor retention, acquisition, and revenue growth.
- Support execution of all annual fundraising campaigns, including direct mail, email, digital appeals, Giving Day, and other special initiatives.
- Create and maintain a donor communications calendar in collaboration with CPJ's communications team to ensure timely and compelling outreach.
- Maintain updated documentation of development-related policies and standard operating procedures.

SERVING GOD • ADVANCING JUSTICE • TRANSFORMING PUBLIC LIFE

1305 Leslie Avenue • Alexandria, VA 22301 • 202-695-2667 • [www.cpjustice.org](http://www.cpjustice.org)

- Work collaboratively with the Development Intern providing guidance and support as needed.

### **Donor Engagement & Stewardship**

- Cultivate relationships with donors– from first-time givers to mid-level supporters–encouraging greater engagement and investment.
- Oversee donor acknowledgment and stewardship processes to ensure prompt, personal thank-yous and ongoing engagement.
- Gather and draft donor impact stories for all CPJ materials in collaboration with the Communications Team.
- Provide logistical support for donor-related events, including preparation of materials, registration, and on-site assistance.

### **Campaign and Grant Support**

- Provide logistical support for campaign activities, including preparing materials, scheduling, and assisting with mailings.
- Assist with grant logistics, including tracking deadlines, maintaining calendars, and helping prepare and submit required materials on time.

### **Data & Reporting**

- Maintain donor records in Virtuous CRM, ensuring accuracy and integrity through regular updates and data cleaning.
- Accurately and efficiently enter gifts and process acknowledgments and receipts for all donations.
- Pull and prepare donor lists for mailings, events, and campaigns
- Conduct research on individuals, corporations, and foundations as assigned.
- Assist in tracking key performance indicators and data analytics and preparing reports for Director of Development.

### **Requirements**

- A personal, active, and demonstrable commitment to Christ, alignment with CPJ's mission, and adherence to the Standards of Faith and Conduct as articulated in CPJ's Employee Handbook.
- Bachelor's Degree or equivalent experience in fundraising or related fields.
- 1-3 years of experience in fundraising, development, or related nonprofit work with knowledge of fundraising principles, practices, and techniques (internships and volunteer experience considered)
- Strong organizational and communication skills, with attention to detail.
- Exceptional interpersonal skills with the ability to build trust and maintain professional discretion, confidentiality, and accountability.
- Excellent writing, editing, and verbal communication skills.
- Ability to manage multiple projects with strong attention to detail.
- Occasional travel related to donor events and professional development.
- Proficiency with Google Workspace, email marketing platforms, Zoom, and CRM databases (Virtuous experience preferred).

- Self-motivated, flexible, and able to work both independently and collaboratively in a small, hands-on environment.
- Participation in—and occasionally lead—weekly staff prayer.

### Why Join CPJ?

At CPJ, your work will directly contribute to shaping policy, developing leaders, and advancing justice in public life. You'll join a mission-driven, faith-centered team committed to making a lasting impact in communities and public institutions.

### Salary & Benefits

The annual salary range for this position is \$55,000 - \$65,000 depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 16 paid holidays; 2 weeks paid discretionary leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position. CPJ has daily core hours from 10am - 3pm Eastern, which means the Annual Fund Manager is eligible to request a formal flexible work agreement for the remaining daily hours.

### Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing related experience is optional, and four references with contact information including name, relationship, address, email and telephone numbers. Applicants must provide at least three professional references and one character reference who can speak to their Christian maturity.

Inquiries and application materials should be sent via email (with MS Word or PDF attachments) to the contact below, referencing "Annual Fund 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:

Ally Harnsberger

[hr@cpjustice.org](mailto:hr@cpjustice.org)