# Development & Communications Coordinator

Youth, Rights & Justice, an innovative nonprofit law firm based in Portland, Oregon, is seeking a Development and Communications Coordinator. Founded in 1975, YRJ is widely recognized as a leader in juvenile law in Oregon.

We provide court-appointed representation of children, youth, and parents involved in the foster care and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related special education and discipline matters. On a larger scale, we work to improve the systems impacting our clients through education, legislative and administrative advocacy, class action litigation, publications, and training other lawyers and community partners.

The clients we serve are racially and culturally diverse and from low-income families. Some are living with disabilities, and many are recovering from trauma. The children we serve are experiencing abuse and neglect. The parents we serve include those who are former foster youth and are struggling to keep their families together.

Youth, Rights & Justice offers a competitive benefits package, including 15 days of vacation annually (increases to 20 days after two years); eight hours paid self-care time each month; paid sick and holiday time; medical, dental and vision plans; matching 401K retirement benefits and more.

*We encourage diverse applicants and are aware of research indicating that many women and BIPOC individuals hesitate to apply if they don't fully match all listed qualifications. We encourage you to consider this opportunity holistically and we commit to evaluating candidates for this opportunity holistically.*

**Status Classification:** Regular full-time; non-exempt

**Hours:** Monday through Friday, 8:30 am – 5:00 pm (with occasional meetings and events outside of normal office hours)

**Location:** Hybrid office/work from home option

**Salary Range:** $46,000-58,000 depending on experience

**Reports to:** Development Director

**Summary:** The Development & Communications Coordinator supports the Development Director and Executive Director with all aspects of the organization's fundraising efforts and in crafting and implementing an effective print, digital, and media communications strategy for the organization.

## Duties and Responsibilities:

## Development

- Work with Development Director on development strategies and implementation. Act as primary collaborator and support to Development Director regarding all fundraising activities.

- Collaborate with Development Director to write and manage development communications around campaigns such as Giving Tuesday, Give!Guide and Gala.

- Staff all events, helping to manage on-site production and clean-up.

- Manage event database and coordinate communications and follow-up activities.

- Ensure that all donors are thanked in a timely manner with personalized acknowledgements. Work with Executive Director and Development Director on assigning major donor thank you notes and calls.

- Enter, manage data and run reports in DonorPerfect, Greater Giving and other databases. Track results of giving campaigns in donor software to analyze effectiveness of fundraising efforts.

- Run mailing lists from Donor Perfect, manage NCOA changes, and other database record maintenance.

- Work with event vendors to ensure successful planning and implementation of special events.

- Coordinate and train event volunteers.

- Process donations. Track development finances, including invoicing, check deposits, gifts in kind, receipting, reporting and grant records. Reconcile development finance records annually during audit and monthly with bookkeeper.

- Schedule and take minutes for Development Committee meetings.

- Manage and file correspondence and other paperwork.

- Schedule meetings for Development Director and Executive Director with donors and prospective donors.

- Manage data regarding prospects and planning.

## Grants Coordination

- Work with contract grant writer, Development Director and Executive Director to review and provide support materials for grant proposals.

- Share news about grant funding with other supporters via the email newsletter, website, and social media.

- Manage and file correspondence and other paperwork.

## Communications

- Collaborate with the Development Director and management team to develop content that strengthens the organization's brand, and promote all fundraising and community engagement initiatives.

- Utilize a wide array of technology platforms — including email marketing,, donor databases, , project management, website, analytics and social media — to foster engagement and support of YRJ.

- Manage content and design emails, monthly e-newsletters, invitations, signage, programs, display ads, and other materials using Constant Contact and Canva.

- Create content for all YRJ digital communications platforms..stay informed about news and issues related to foster care, juvenile justice, education, and other issues related to the work to maintain up-to-date messaging.

- Track and report on social and digital engagement and continually recalibrate marketing approaches.

- Work with Development Director and Executive Director to write content and edit the Annual Report.

- Manage and maintain website to ensure that it is up-to-date and accurate. Work with contract web designer to make major updates as needed.

- Develop promotional materials for all YRJ fundraising events and campaigns, as well as some program-related materials.

- Oversee all contractors related to communications, graphic design, printing and mailing services to ensure timely completion of jobs.

- Work with Development Director and Executive Director to identify media opportunities and coordinate as appropriate.

## Skills:

- Exceptional oral and written communication skills.

- Ability to follow detailed instructions.

- Outstanding computer skills are required in the following: Windows, MS Office Suite, including PowerPoint, Excel, and advanced mail merge functions, social media and email marketing platforms.

- Experience with the following programs and databases is a plus:, Constant Contact, Canva, Greater Giving, and DonorPerfect.

- Time Management: be able to work well under pressure, multitask and be flexible with the changing demands of the workload.

- Ability to be professional and maintain confidentiality of sensitive matters and respond effectively to such situations.

- Focused and self-directed.

- Solution-oriented and the ability to problem solve.

- Strong interpersonal skills.

## Preferred Qualifications:

- Passionate about social justice and interested in working to protect human and civil rights.

- Strong interest in building and supporting successful development campaigns and special events.

- Strong ability to communicate internally and externally about the mission of YRJ and related issues. Experience with communications activities including community outreach, fundraising, and special event management.

- An eye for design, ability to create fliers and other materials for external audiences.

- Focused self-starter with great interpersonal and computer skills, and ability to manage multiple tasks while paying attention to details and deadlines.

- Commitment to continued professional development to strengthen capacity to work through an equity lens for equity and racial justice.

- Preference for applicants with lived experience in child welfare or juvenile justice systems.

- Preference for applicants with lived experience as members of a historically underserved population.

## Education/Experience:

- Bachelor's degree or equivalent experience

- Two or more years of experience working in a non-profit/mission-driven setting providing development, event and/or communications support

## To apply:

- Submit a resume and cover letter to: [ally.h@youthrightsjustice.org](mailto:ally.h@youthrightsjustice.org)

- We will begin reviewing applications as they come in.

- This job will be open until at least Wednesday, July 20, 2022 and longer if the position remains unfilled past this date.