



Development & Administrative Associate Job Announcement

Law Students for Reproductive Justice (LSRJ) is seeking an energetic, efficient team member who will strengthen and support our fundraising, development, and administrative activities.

OVERVIEW

- Title: Development & Administrative Associate
- Reports to: Executive Director
- Location: Oakland, CA
- Schedule: Part-time (20 hours/week)
- Compensation: Prorated salary commensurate with experience. Paid vacation and medical leave. Comprehensive medical and dental benefits.

ORGANIZATION

LSRJ is a nationwide network of law students, professors, and practitioners ensuring the future of reproductive justice by educating, organizing, and supporting law students on over 80 campuses throughout the U.S. and Canada. Mentoring and mobilizing a diverse group of new lawyers is an essential long-term strategy for building additional capacity, vision, and guidance for the reproductive justice movement. LSRJ is the only student-centered organization training the next generation of judges, scholars, advocates, and elected officials how to protect, expand, and realize reproductive rights as basic civil and human rights. Find out more at www.LSRJ.org.

POSITION

The Development and Administrative Associate will play a central role in the effective functioning and overall success of the organization by providing support and assistance to its fundraising and development activities, operations, and communications. This rewarding position presents the opportunity to learn hands-on nonprofit management and operations in a supportive atmosphere. It also holds the potential to develop into a fulltime position at an organization of national significance that is constantly evolving and expanding. The Development and Administrative Associate will:

- Manage fundraising appeals, process donations, and participate in other development activities, including prospect research, donor communications, special events, and grant support;
- Manage external communications, including mailings, newsletters, website updates and correspondence;
- Maintain contact database, listservs, mailing lists, and files (paper and electronic versions) for development, operations, and programming;
- Oversee general administrative tasks, such as answering phones and checking voicemail, responding to inquiries, copying and faxing, ordering supplies, and maintaining facilities;
- Coordinate logistics and provide support for meetings and events;
- Organize calendars, schedule meetings, and make travel arrangements;
- Participate in staff meetings and local organizational events;
- Support Board of Directors, Advisory Board, Alumni Network, and other constituent relations; and
- Manage special projects, as assigned.



Development & Administrative Associate Job Announcement

QUALIFICATIONS

- Passion for reproductive justice and commitment to LSRJ's mission;
- At least 1-2 years previous experience in administrative or development position;
- Highly organized, detail-oriented, able to prioritize and manage multiple tasks;
- Consummate professional who communicates clearly, works efficiently, and meets deadlines regularly;
- Quick learner who embraces challenges and pursues goals methodically with minimal supervision;
- Enthusiastic, friendly team player open to learning and growing with a small, dynamic, evolving nonprofit organization;
- Strong written and oral communication skills; and
- Mastery of Microsoft Office required and familiarity with Constant Contact, Expression Engine, Facebook, ReadyTalk, QuickBooks, and Salesforce preferred.

APPLICATION

Applications will be accepted until the position is filled. Only applicants selected for interviews will be contacted. No calls please! To apply, email Info@LSRJ.org with "Development & Administrative Associate Application" in the subject line. Attach the following documents, bearing your last name in their titles:

- résumé;
- writing sample (2-page limit);
- list of 3 references with current contact information and their relationship to you; and
- letter of interest (2-page limit).

LSRJ is an equal opportunity employer and is committed to a diverse, multicultural work environment. People of Color, people with disabilities, and those who identify as lesbian, gay, bisexual, transgender, or queer are strongly encouraged to apply.

CONTACT INFORMATION

Jill E. Adams, Esq.
Executive Director
Law Students for Reproductive Justice
449 15th Street, Suite 304 • Oakland, CA 94612
(t) 510.622.8135 • (f) 510.622.8138 • (c) 510.333.5339
Jill@LSRJ.org