Volunteer Lawyers for Justice - Development and Communications Assistant

Volunteer Lawyers for Justice (VLJ), is a legal nonprofit that provides free civil legal services to low-income families in New Jersey. To carry out its mission, VLJ works with volunteer attorneys and operates 11 distinct legal programs. VLJ has staff of 15 dedicated advocates and VLJ’s office is in downtown Newark. More information about VLJ can be found at www.vljnj.org.

ABOUT THE ROLE:
The development & communications assistant is a dynamic position that includes fundraising and communications responsibilities with a strong connection to VLJ’s programming. This is a full-time position. Duties will include:

• Track and process donations and prepare correspondence to donors
• Assist with grant applications and reports and manage grant calendar
• Assist in the coordination and execution of fundraising events
• Implement VLJ’s social media plan
• Maintain donor and grant information in VLJ’s databases and systems
• Coordinate stakeholder communications
• Provide administrative support to VLJ’s executive director and development director
• Attend team meetings, administrative meetings, and other events
• Provide back-up assistance to the other members of the support staff team

WHO SHOULD APPLY:
VLJ seeks a highly motivated candidate with a demonstrated commitment to public interest work. Applicants should have:

• Understanding of and commitment to the mission and work of VLJ
• Bachelor’s degree and 1 year of experience in a nonprofit organization, or 1-3 years of development, marketing, or nonprofit work experience
• An interest in building support for nonprofit organizations through fundraising initiatives
• Excellent communication and interpersonal skills (written and verbal)
• The ability to work both independently and as a member of a team, and with creative problem-solving skills
• Outstanding organization skills and the ability to prioritize work to meet deadlines
• Strong computer skills including proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), social media platforms (Facebook, LinkedIn, Twitter), and database platforms
• Knowledge of Constant Contact, Canva, and/or Blackbaud/eTapestry is helpful
• An eye for design, visual creativity, and/or knowledge of desktop publishing is helpful
• Availability to attend occasional events and meetings, before 9am and/or after 5pm
• Some travel throughout New Jersey may be required

HOW TO APPLY
To be considered for this position, send a cover letter detailing your relevant experience and a resume to vljpersonnel@gmail.com. Applications will be reviewed on a rolling basis, with an anticipated start date in late May. Please include “Development and Communications Assistant” in the subject line of your email. Salary depending on experience (range: $33,000-36,000.)

Volunteer Lawyers for Justice is an equal opportunity, affirmative action employer.