JOB DESCRIPTION:
Development Assistant
Full time
Reports to Development Manager

Organization

Just City was founded in 2015 to support people who are or have been in contact with the criminal legal system. We work to transform local criminal justice policy and practice to ensure it is fair for all people, regardless of wealth or race. Our vision is to create a smaller, fairer, more humane criminal justice system.

Job Summary

Just City is seeking an experienced, reliable, and task-oriented Development Assistant. The successful candidate will work closely with the Development Manager and the Executive Director and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing the workload and prioritizing tasks in a fast-paced nonprofit environment.

Responsibilities

Development
- Assists with donor administration activities, including drafting proposals, donor database maintenance, event invitations, thank you notes, and other donor communication
- Collaborates with Executive Director and Development Manager to prepare narrative materials, assist in completing grant applications, and follow up with related reports and stewardship
- Assists in the creation and distribution of Annual Reports and other major publications

Executive Support
- Acts as point of contact for Executive Director, helping balance internal and external demands
- Handles Executive Director’s requests and queries promptly and appropriately
- Helps manage Executive Director’s time by reading and routing correspondence, drafting documents; collecting and analyzing information, initiating communication, and some research
- Maintains Executive Director’s calendar by planning and scheduling meetings, conferences, calls, and travel
- Practices discretion in matters of organizational operations and strategies by keeping sensitive information confidential
- Stays abreast of local and state political action pertaining to criminal justice reform, ensuring Executive Director is informed as needed
- Attends County Commission and City Council meetings as needed, documenting Just City’s presence and remarks

Other Related Tasks
- Organizes events and provide logistical support as needed
- Participates in Just City’s strategic thinking and planning for program directions and initiatives
- Travels and represents Just City at state and national gatherings as needed.
- Attends regular weekly meetings with Just City staff in Memphis
- Serves as representative and advocate for Just City, its mission, and projects

Qualifications

Required Experience & Skills
- Bachelor’s degree or comparable work/lived experience
- Highly competent and engaged with issues of poverty and race in an urban setting
- Excellent organizational skills and attention to detail; ability to help drive projects to completion and multi-task
- At least two years’ experience in the non-profit, public interest, or government sector preferred.
- Strong writing and editing skills
- Experience in using CRM software
- Comfort working within a startup, non-profit environment.

Diversity Statement
Just City is based in Memphis, TN and is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest workforce possible, we actively seek a diverse applicant pool. Just City's work demands a deep awareness of systemic bias, and applicants will be expected to demonstrate cultural competency above other qualifications.

Salary
$35,000 to $40,000 annually commensurate with experience
Competitive health and retirement benefits offered

Apply at www.justcity.org/careers. This posting closes on September 4, 2020.