



**Development Associate (Part-time)
Job Announcement
December 2019**

Organization Overview

California Latinas for Reproductive Justice (CLRJ) is a statewide organization committed to honoring the experiences of Latinas to uphold our dignity, our bodies, sexuality and families. We build power and cultivate leadership through community education, policy advocacy, and community-informed research to achieve Reproductive Justice.

Since its founding in 2004, CLRJ has emerged as an important state-level actor and has a growing profile on the national level. CLRJ is the leading California-based Latina Reproductive Justice organization and is the only statewide advocacy organization whose mission focuses specifically on promoting Latinas' Reproductive Justice through community organizing, alliance-building, leadership development and long-term movement building strategies. At the national level, CLRJ also serves as a recognized leader in promoting a vibrant Reproductive Justice Movement on behalf of the most underserved Latinas, low-income women of color, immigrant women and their communities.

Position Overview

CLRJ is looking for an enthusiastic and dedicated individual to support our growing development work. The Development Associate (DA) is responsible for advancing CLRJ's mission, core goals and objectives through the development and implementation of a strong individual donor program. The DA is supervised by the Executive Director and will also work collaboratively with the organization's development team.

The DA will be an integral part of CLRJ's development team, with primary responsibility for relationship cultivation and growth with new and existing donors, and will provide support for other fundraising activities. They will also work with the organization's development team to grow the number of donors and total individual giving, helping with strategy development and implementation of annual giving opportunities, major gifts, and organizational communications initiatives. The Development Associate will additionally be responsible for tracking, and evaluating the progress of the individual donor program.

Principal Areas of Responsibility

Donor Development Support

- Support the planning and implementation of an annual giving program targeting current and prospective donors, significantly expanding the number of donors and amount of donations.
- Write compelling communications collateral including: Organizational backgrounders or updates, campaign or event landing pages, phone scripts, donor outreach and thank-you letters, e-newsletters, invitations, and direct marketing email campaigns.
- Contribute to the development of CLRJ's database, tracking and monitoring systems as related to annual giving and audience growth.
- Lead event planning for the organization's annual fundraising event(s).



- Steward a portfolio of donors, making cultivation plans, building relationships with existing and potential donors, and executing ask(s).
- Track and analyze individual donor giving and results of fundraising campaigns and activities in Powerbase (CLRJ's database), and report real time donation results.
- Provide general support to the Development & Communications teams as needed.
- Other duties as assigned

Skills and Qualifications

All CLRJ employees are expected to fully support the organization's mission in their work. Any positions or work that runs counter to LGBTQ rights or Reproductive Justice - including the right to access abortion and contraception are likely to create a conflict of interest disqualifying an employee from working at CLRJ. All employees regardless of their position are required to support with staffing events, public speaking or disseminating information about women's right to access legal and safe abortion care and contraception, as assigned. It is also required that all employees use messaging that is developed by CLRJ's Communications Team and that it is factual, evidence-based, and free of judgement or discrimination when talking about all Reproductive Justice issues, including LGBTQ rights, and the right to access abortion or contraception when working or otherwise representing CLRJ.

- Commitment to CLRJ's mission, social justice, Latina/x/o communities and women's reproductive and sexual wellness, health and justice.
- Excellent written and verbal communication with a proven ability to target a range of audiences with cultural, linguistic, age, professional and literacy appropriateness.
- Ability to create accurate and compelling visual and written social media content about a range of reproductive justice / social justice issues.
- Familiarity with Powerbase or CiviCRM is a plus.
- 2 to 3 years experience in fund development, particularly in the creation of donor campaigns and cultivation of individual donors.
- Valid California driver's license and legally required car insurance, and access to a personal vehicle to be used to conduct CLRJ business strongly preferred.
- Strong interpersonal skills in order to interact with current and potential donors in a one-on-one or group setting.
- Proven commitment to Reproductive Justice or social justice issues.
- Spanish language proficiency (oral and written) preferred.
- Creativity, positive energy, passion for social justice, and excellent team-building skills.
- Flexibility to work nights and weekends, occasionally.

Location, Duration & Compensation

- This is a non-exempt, part-time position at 75% FTE.
- This position is based in Los Angeles, CA, preferably. Some local and national travel may be required.
- The hourly wage is \$19 - \$22/hour, commensurate with experience.
- Excellent benefits package including: Medical, dental, vision, life, long term and short-term disability insurance approximately \$650 monthly (\$7,800 annually).
- Paid sick/personal time, and 2-4 weeks of paid vacation depending on the years of employment.



- Paid organizational-wide staff wellness days.
- Paid holidays
- Significant opportunities for professional development.

How To Apply

Please send cover letter and resume in Word or PDF, as well as one writing sample to Human Resources via email at: careers@clrj.org. Please write **Development Associate** in the email subject line.

Applications will be reviewed on a rolling basis. Desired start date is March 1, 2020. Position open until filled.

CLRJ is an equal opportunity employer. People of color, lesbian, gay, bisexual, transgender people and those with disabilities are strongly encouraged to apply.