

the Legal Rights Center

Criminal Defense • Restorative Justice

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DEVELOPMENT & COMMUNICATIONS COORDINATOR

Application Deadline: March 4, 2022

The Legal Rights Center, Inc. (LRC) seeks outstanding candidates to join our team as Development & Communications Coordinator. LRC is a community-based nonprofit law firm in Hennepin County and our mission is to work with our communities to seek justice and promote racial equity for those to whom it has been historically denied. We do this through criminal defense, restorative justice, advocacy, and community education. Please see our website (www.legalrightscenter.org) for more information about the organization and its programs.

Position Responsibilities

LRC's Development & Communications Coordinator is a new position that will support LRC's fundraising and communications efforts, with a focus on advancing our community mission and advocacy goals. The position responsibilities include:

Development Strategy:

- Develop an optimal and diversified development plan to help LRC meet its goals and achieve mission-based outcomes;

Grant management:

- Manage LRC's grant calendar, including due dates for proposals and reports;
- Grant research, including identifying opportunities that align with LRC's mission and programs;
- Write grant proposals and reports in collaboration with Executive Director and other LRC team members;
- Act as primary relationship manager for funding partners;

Individual Donor Management:

- Write, produce, and mail electronic and mailed appeal letter campaigns;
- Ensure that all gifts are entered and thank you letters are delivered in a timely and professional manner;
- Manage and maintain a donor database system, and create reports as needed;
- Lead donor relations in collaboration with Executive Director and Board, including supporting relationship building opportunities and tracking engagement;

Communication

- Develop and implement a communications strategy to advance LRC's mission and advocacy goals;
- Manage LRC's social media accounts, including producing content, updating information and graphics, and ensuring content is relevant, informative, and engaging to our community;
- Develop and maintain media/news outlet contacts for LRC;
- Manage LRC's website, blog and newsletter; and
- Support creation and dissemination of LRC's annual report.

Essential Qualifications

- Minimum 2 years of experience working in development and/or communications
- Demonstrated ability to propose, plan, initiate, and implement development activities
- Postsecondary education or commensurate years' experience related to Communications, Fundraising, or Marketing
- Persuasive and effectively leverages strong written and oral communication skills
- A commitment to the principles of Community-Centric Fundraising (<https://communitycentricfundraising.org/ccf-principles/>)
- Self-motivated and takes initiative
- Effectively leverages internal and external partnerships and is able to work both in a team and independently
- Strong organizational skills, including strong facility for multitasking

Salary & Benefits

Compensation for this position is in the range of \$50,000 to \$55,000 annually based upon qualifications and experience.

Health and dental insurance provided.

How to Apply

Please email a letter explaining your interest in the position and your resume to jobs@legalrightscenter.org. Finalists will be asked to provide professional references. For questions or more information, please call Malaika Eban at 612-677-2135.

The Legal Rights Center was created by communities of color working in coalition; a diverse staff best meets the needs of our communities.