



## **Job Announcement: Development Assistant**

Title: Development Assistant (30hrs/wk)

Location: Takoma Park, MD

Application deadline: April 22, 2023

Through the sharing of stories and resources, and by using the arts as a bridge between people inside and outside of prison, Justice Arts Coalition (JAC) harnesses the transformative power of the arts to reimagine justice. Our work stems from the premise that art can serve as connective tissue, weaving its way back and forth through prison walls to foster and strengthen relationships between people inside and out. Art can remind us of our shared humanity, of our common struggles and sacrifices, and that every one of us has unique gifts and a unique story to share. To create a work of art, a song, a dance, or a poem within the repressive confines of prison is truly a courageous and liberatory act – a reclaiming of identity, of possibility, of worth; a demand to be visible. JAC affirms, uplifts, and amplifies the voices of those who venture onto this path towards freedom.

JAC's Development Assistant will work closely with the Development & Communications Manager to support all on-going organizational development needs, fundraising strategies, and donor communications. This in-person position requires a self-motivated individual who can work collaboratively within a team culture. This is a part-time 30 hrs/wk, \$25 per hour role. You will primarily be working in person at JAC's headquarters in Takoma Park, MD within a team of staff, interns, and local volunteers.

### **Primary Responsibilities:**

- Assist Development & Communications Manager with all aspects of organizational development tasks; such as grant seeking and tracking, strategic planning, and fundraising appeals, campaigns, and events
- Participate in the drafting of documents such as: grant applications and reports, MOUs, MOAs, LOIs, etc.
- Coordinate with Program Coordinator to stay attuned to JAC program development needs including evaluation processes and data collection
- Maintenance of donor records and correspondence

- Data entry within our Bloomerang software
- Maintain close communication with all departments to gather information for development initiatives
- Assist with creation of messaging for JAC's mailing lists, website, socials, and press releases and provide guidance and support to Communications Intern on all platforms
- Actively participate in monthly Fundraising Committee meetings
- Manage Development volunteers by delegating tasks and working collaboratively

### **Role Qualifications:**

- Knowledge of philanthropic practices such as donor prospecting, cultivation, and engagement
- Understanding of grant writing process and other fundraising strategies
- Excellent written and verbal communication skills (proficiency in Spanish is a plus)
- Familiarity with grant management systems, stewardship, reporting, research, and application tracking
- Ability to complete tasks efficiently and meet necessary deadlines for deliverable items such as grant reporting, submissions, and other time-sensitive projects
- A bachelor's degree is preferred, but not required, if candidate is in possession of the requisite skills and abilities

### **An ideal candidate would possess the following:**

- Passion about and commitment to social and racial justice as well as abolition
- Passion about and commitment to equity in access to arts programming and opportunities for creative expression
- Personal experience with incarceration, either directly or through the incarceration of a loved one
- Experience in social media marketing and website management
- Experience using Google Drive, Slack, Adobe Creative Suite
- Flexibility, humor, creativity, integrity, and curiosity
- The ability to work independently and in close collaboration with others

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity, or any other protected group. **Individuals who have been directly impacted by the carceral system are encouraged to apply. We also encourage people of color, women, queer and trans/gender-nonconforming people to apply.**

**To apply for this position with JAC, please send your resume/CV, a cover letter clearly describing your skills as they relate to this position and the reasons for your interest in this position, and the names of two references to [jobs@thejusticeartscoalition.org](mailto:jobs@thejusticeartscoalition.org)**