



Job Description

Development and Administrative Coordinator

The Center for Justice & Accountability is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

Position Overview

This position contributes to CJA's overall mission by providing support for donor cultivation activities and donor information systems, providing administrative support for fiscal and operational functions, and providing support for board activities.

The ideal candidate will have superb written communication and outreach skills, excellent project and self-management skills, budgeting and accounting experience, and a strong attention to detail and deadlines. S/he should be committed to the non-profit/social justice field. This is a full-time position with benefits.

Reporting Relationships

The Development and Administrative Coordinator jointly reports to the Major Gifts Officer (80% time), Office Manager (15% time), and Executive Director (5% time), based on tasks and assignments. S/he also collaborates with other development, program, fiscal and administrative staff.

Primary Responsibilities:

DEVELOPMENT SUPPORT

Event Management (10%)

- Help design strategies, plan, organize, publicize and then work independently to implement public and donor cultivation events, including outreach, logistics and program;
- Contribute to development of cultivation event ideas and targets;
- Help manage logistics, caterers, venues, audit-visual and production team, and volunteers working on events; and
- Participate in event planning and execution, including management and administrative tasks.

Donor Cultivation (35%)

- Support goals and planned activities to advance CJA's individual donor outreach and cultivation;
- Assist in drafting, design and production of CJA direct mail appeals and campaigns;
- Draft CJA development correspondence, including gratitude and pledge letters;
- Collate information from program staff and use this data to draft and edit routine and ad hoc reports to donors;
- Design and write content for CJA's email marketing campaigns in Constant Contact; and
- Assist with prospect research, outreach, materials development, and cultivation of donors and funders.

Donor Database Administration (25%)

- Manage and maintain donor database to ensure timely and accurate input of information and to analyze trends;
- Produce routine and ad hoc data and reports for management (NEON, Excel);
- Maintain electronic and hard copy files on grants and donors; and
- Work with the CJA Office Manager to ensure consistency between the donor database and accounting system.

Administrative Support for Development (10%)

- Provide support to development team, coordinating volunteers, and providing hands-on support for mailings, meetings and other activities; and
- Other detailed tasks as assigned.

FISCAL AND OPERATIONAL SUPPORT

Financial, Accounting and Operations (15%)

- Request and organize receipts and closeouts related to staff travel;
- Plan and execute hospitality needs (lunches, meetings, board, guests, etc.);
- Routine review and triage of CJA general emails and requests;
- Inventory and purchase office supplies and help maintain facilities / systems and calendars;
- Basic input into accounting system (Quickbooks), as requested;
- Assist with errands and administrative or operational needs;
- Adhere to budget and fiscal requirements and policies; and
- Other detailed tasks as assigned.

EXECUTIVE SUPPORT

Administrative Support for Executive Director and Board (5%)

- Maintain board meetings calendars, bios, contact lists;
- Attend and write up draft minutes from board meetings;
- Provide clerical support to Executive Director (i.e. scheduling meetings, preparing paperwork and receipts, etc.); and

- Other detailed tasks as assigned.

Professional Qualifications

- Minimum of two years of relevant development experience (event planning, donor engagement, database systems, etc.);
- Minimum of two years of administrative experience;
- Excellent writing and editing skills, with strong attention to detail;
- Knowledge of key social media outlets and functionality (Facebook, Twitter, YouTube, etc.)
- Excellent computer skills in Word, Excel and PowerPoint;
- Experience with email marketing programs such as Constant Contact;
- Ability to work independently and strength in multi-tasking, goal-setting and workload prioritization with strong attention to accuracy and detail;
- Positive and creative attitude, including on creative projects and on administrative support work;
- Bookkeeping experience is preferred;
- Experience with Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat) or similar programs is preferred;
- Experience with Wordpress or other browser-based Web content management system (CMS) is preferred; and
- Commitment to human rights and CJA's mission.

How to Apply

Please submit a cover letter, resume and three professional references by e-mail to jobs@cja.org. Please reference "Attn: DAC Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. CJA offers a competitive compensation and benefits package. Salary is commensurate with experience.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

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