



Communications & Development Associate

Remote until September 1, 2021 - usually based in New York, NY

Application Deadline: Applications will be considered on a rolling basis until position is filled.

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Date Posted: August 2, 2021

Job Type: Administrative, Communications and Development Associate

Schedule Type: Full Time Position

Practice Areas: Immigration

About IJC and the Fellowship Programs

IJC is the country's first fellowship program wholly dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by the late Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high-quality representation to low-income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community-based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity.

This position will report to the Communications Manager and will support critical cross-departmental functions that will enable Immigrant Justice Corps to optimize efficiency, engage with stakeholders, and grow our audience. The position is responsible for managing IJC's database of key contacts, with a focus on strategic online fundraising and outreach efforts in adherence with a coordinated digital communications strategy. Key components of the role include maintaining contact databases, developing marketing collateral, supporting IJC's social media channels, preparing donor acknowledgements, and researching prospective funders and major donors.

About the Position

We seek someone with initiative to join our collaborative team. The core responsibilities of the position include:

- Support the Communications Manager with outreach activities across multiple channels: social media, newsletters, donor communications, online fundraising campaigns, webinars, etc.
- Assist in updating and maintaining IJC's website, mailing lists, and social media platforms
- Optimize processes for managing brand standards, photos, templates, and other visual assets
- Assist with drafting and editing external-facing marketing collateral
- Prepare donor acknowledgement letters
- Maintain foundation, corporation, and individual donor files in the CRM database.
- Assist in maintenance of grant proposals and reporting calendar
- Conduct preliminary research on prospective corporate, foundation, and individual donors
- Assist with hard copy mailings of annual reports and other marketing collateral
- Support the creation of internal newsletters and other communications
- Support the Operations Team with processing checks and responding to donor requests
- Provide technical and administrative support as needed

Requirements for the Position

You will have strong written and verbal communications skills, outstanding attention to detail, the ability to juggle multiple projects at the same time, and strong administrative and interpersonal skills. IJC seeks a Communications and Development Associate who:

- Is authorized to work in the United States;
- Have at a minimum:
 - a High School Diploma with 5 years of equivalent work experience
 - an Associates' Degree with 3 years of equivalent work experience
 - or a Bachelor's degree
- Excellent writing, editing, research, organizational, and analytical skills
- Strong interpersonal skills with a willingness to work collaboratively within a dynamic team setting
- Strong familiarity and use of various social media platforms
- Demonstrated ability to work in a professional manner with people of diverse backgrounds
- Knowledge of and commitment to immigrant rights, social justice, and/or racial equity
- Demonstrated experience working with a CRM database(s), preferably Salesforce
- Experience in nonprofit communications and/or development highly desired

Compensation

Salary is commensurate with skills, experience, and duties with a range of \$45,000 to \$50,000. IJC offers generous health benefits including medical, dental, vision, life, disability, 401(k) plan, 175 hours of PTO, 12 paid Holidays plus the week between Christmas and New Year's Day and compressed work schedules during the summer.

How to Apply

Please email your resume, two references, a professional and/or academic writing sample and a detailed cover letter explaining why you are a great fit for this job to recruitment@justicecorps.org with "Comms & Dev Assoc" included in the subject line. We will review applications on a rolling basis until the position is filled.

IJC is an Equal Opportunity Employer - women, people of color, members of the LGBTQ+ communities, veterans, and people with disabilities are encouraged to apply.