

PRO BONO RESOURCE CENTER OF MARYLAND

Position Description for DEVELOPMENT ASSOCIATE

The Pro Bono Resource Center of Maryland (PBRC) has an exciting opportunity for a full-time Development Associate. We are seeking a dynamic, skilled administrative professional with development and related marketing experience in the nonprofit sector. Relationships in and knowledge of Maryland's legal community will be helpful. The ideal candidate will be a self-starter who is also a team player, highly organized, and personable with excellent written and verbal communication skills.

The Development Associate is responsible for assisting in administering and supporting various fundraising initiatives, including: individual giving and major gifts; corporate giving; grant writing and reporting; and coordination of special events. The individual will also help with recognizing donor prospects and gifts through written communications and social media. Salary commensurate with experience; excellent benefits including paid health insurance and employer-matched 401K plan. Option for remote/hybrid or in-person working environment.

Primary responsibilities:

- Assist the Marketing and Development team in expanding individual giving campaign, including but not limited to direct mail, email communications, record-management and follow up for major gifts to build on existing donor base;
- Perform administrative tasks necessary to manage and expand law firm and corporate fundraising program;
- Work with the Executive Director and others to nurture current foundation relationships, identify new foundation prospects, and assist with grant-writing and reporting;
- Assist in marketing PBRC programs and services to increase donor support;
- Offer board development support; and
- Help plan and implement donor engagement activities, including special events and presentations, for friend-and fundraising.

Qualifications:

- Bachelor's degree with minimum of two years of experience in administrative and/or development work;
- Strong writing skills, with experience writing donor requests and grant proposals preferred;
- Computer literacy, including competency with Microsoft Office Suite and CRM/data management systems (previous Salesforce experience preferred)
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture; and
- Strong commitment to helping the community and ensuring equal access to justice.

Amenities:

- Competitive salary
- Excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan
- Hybrid in person/remote work

TO APPLY:

- Interested candidates should send, via email, 1) a cover letter describing interest and qualifications for the position, 2) a resume, 3) the names and contact information for three professional references to: sgoldsmith@probonomd.org with the subject line "Development Associate - Last Name, First Name."

- Applications will be accepted on a rolling basis; applicants encouraged to **apply by March 10, 2023**.

The Pro Bono Resource Center of Maryland (PBRC)'s mission is to engage and support the Maryland legal community in meaningful and impactful volunteer service to ensure equal access to justice for those in need. PBRC is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented.