
JOB ANNOUNCEMENT
DONOR RELATIONS COORDINATOR

The Mississippi Center for Justice (“MCJ”) seeks a talented Donor Relations Coordinator (DRC) to assist with cultivating and maintaining donor relationships. The work involves managing communications, acknowledging contributions, organizing events, and collaborating with the development team to enhance donor experiences.

MCJ is a nonprofit, public interest law firm committed to advancing racial, social, and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and making fair and affordable housing available for all Mississippians.

Position Summary

The Donor Relations Coordinator will report to the Director of Philanthropy (DOP), or President/CEO in the absence of the DOP, and is responsible for supporting all functions of development, including but not limited to event planning, donor relations, and data management.

Job Responsibilities

This is a full-time position, based in Jackson, Mississippi. The Donor Relations Coordinator’s duties will include:

- Assisting with and supporting implementation of the organization’s current and future development plans;
- Developing and executing strategies for engaging donors through communications, acknowledgements, and updates on organization’s work;
- Managing the organization’s donor database to ensure accurate and up-to-date records, managing gift entry, coordinating online giving campaigns, and generating reports for analysis;
- Assisting with the planning and implementation of all fundraising events;
- Conducting research to identify donor prospects, analyzing philanthropic giving history, and assisting with creating targeted outreach strategies;
- Assisting with administrative tasks related to fundraising initiatives, such as coordination of mailings, drafting and managing correspondences, and supporting development inquiries;
- Providing creative support to the Development Team for all campaign and volunteer recruitment and engagement activities, as outlined and approved by DOP and/or P/CEO; and
- Other duties as assigned in support of development and fundraising.

Qualifications

- Bachelor's degree preferred with 1-2 years of relevant experience required
- Project management experience
- Event planning experience
- Data entry skills required
- Excellent organizational, interpersonal, verbal and written communications skills
- Self-motivated, detail oriented and ability to work independently
- Ability to develop strong relationships with diverse constituencies and create positive community connections
- Aptitude for independent and cooperative decision making as well as proactive creative and strategic thinking and problem solving
- Goal driven, results-oriented team member
- Passionate advocate and promoter
- Ability to work well under pressure and deadlines
- Proficiency with Microsoft Office, including Excel and PowerPoint; experience with Canva, Adobe, and other graphic software a plus
- Donor database software a plus

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send a brief letter of interest, a resume with three (3) professional references, including two (2) from former employers, to:

Tosha Taylor, Director of Philanthropy
ttaylor@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.