

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 with donors, 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 and economic justice statewide. Our lawyers and other professionals 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 protect the rights of consumers, secure access to healthcare and education, defend voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

The Donor Relations Coordinator will report to the Director of Philanthropy (DOP), and is responsible for supporting all functions of development, including but not limited to donor relations, assisting DOP with fundraising event planning and data management.

Job Responsibilities

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

- Supporting the implementation of MCJ's current and future development plans;
- Developing and executing strategies for engaging donors through communications, acknowledgements, and updates on the 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; and
- Other duties as assigned in support of development and fundraising.

Qualifications

- Minimum education required is Bachelor's degree, with 1-2 years of relevant experience in fundraising or donor relations required;
- Demonstrated project management experience;
- Experience planning and coordinating events;

- Strong data entry skills with attention to accuracy;
- Excellent organizational, interpersonal, verbal, and written communications skills;
- Self-motivated and detail-oriented with the ability to work independently;
- Proven ability to build 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 abilities;
- Passionate advocate and promoter of MCJ's mission;
- Ability to work well under pressure and meet tight deadlines;
- Proficiency with Microsoft Office, including Outlook, Word and Excel; experience with Canva, Adobe, and other graphic software a plus; and
- Experience with 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 that outlines your relevant experience consistent with the job responsibilities and qualifications, a resume with three (3) professional references, including two (2) from former employers, to:

Tosha Taylor, MCJ Director of Philanthropy
ttaylor@mscenterforjustice.org

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.