

***Job Announcement -- Please Post  
June 25, 2008***

**Development Associate**

The Pro Bono Institute is a national, and increasingly global, nonprofit organization in Washington, D.C. that was established in 1996 to explore and identify new approaches to engaging pro bono resources to serve the legal needs of low-income, underrepresented people and communities. The Institute administers a number of projects designed to enhance pro bono and access to justice.

The Pro Bono Institute is seeking a **Development Associate** to grow the Pro Bono Institute's development function during a phase of expansion and organizational growth. It is planned that this position will transition into a development director-level position within the next two years.

Key Responsibilities:

The Development Associate plays a key role in meeting and expanding the Pro Bono Institute's revenue goals and supporting activities related to fundraising, donor management, marketing, and events. The Development Associate will work closely with the PBI's management and program teams to effectively oversee and grow sponsor/donor relationships. Key responsibilities include:

- Overseeing design and production of the organization's annual Gala in New York City;
- Coordinating sponsorships and Reception in connection with the organization's Annual Seminar and Forum in Washington, D.C.;
- Working closely with the organization's events firm to product both the Gala and the fundraising aspects of the Annual Seminar/Forum;
- Identifying and cultivating new law firm, corporate, and vendor prospects;
- Researching and developing increased support from foundations;
- Developing and expanding PBI membership campaigns;
- Exploring ways to expand the fundraising role of the PBI Board and volunteer leadership;
- Preparing and disseminating fundraising materials and all donor and sponsor correspondence;
- Tracking all contributions and donor activity in database and in appropriate paper filing system.
- Preparing reports to current donors;
- Coordinating donor visits by PBI's President and leadership; and
- Providing other needed support to PBI's board and management.

Qualifications:

1. A minimum of 4 years experience in fundraising and working with high-level donors;
2. A Bachelor's degree is required;
3. Highly organized and motivated individual with excellent attention to detail, communication skills, and ability to independently prioritize multiple assignments and complex tasks in a fast-paced environment.
4. Demonstrated proficiency in writing and strong communications skills in a variety of settings and exceptional strength in the area of donor relations;
5. Strong computer and internet research skills and knowledge of Microsoft Office suite including Excel, Microsoft Word and Outlook; and
6. Strong commitment to Pro Bono Institute's mission and program priorities.

Benefits:

Salary commensurate with experience; comprehensive and generous benefits package, including full health insurance coverage for employee, employer sponsored life and disability insurance program, monthly Metro stipend, pension plan with up to 3% employer match, and three weeks of vacation plus sick leave, holiday schedule and compressed schedule during the summer.

To Apply:

Applicants should send a resume and cover letter describing your relevant experience, qualifications and interest in the position, in addition to a list of references to Mytrang Nguyen, Chief Operating Officer, Pro Bono Institute, [jobs@probonoinst.org](mailto:jobs@probonoinst.org).

**No phone inquiries, please. Resumes will be reviewed as they are received.**

*The Pro Bono Institute is an Equal Opportunity Employer.*