



### **Fundraising Assistant (Volunteer)**

**Reports to:** Executive Director

**Hours:** 5 to 10 hours per week, flexible scheduling

**Duration:** Medium Term (3 to 6 months)

**Location:** Washington, DC

Are you concerned about growing injustice in the United States? Are you moved by your faith to stand with those facing threats to their basic human rights? As Fundraising Assistant at Justice Revival, you will be mobilizing resources to grow the faith-based movement for justice and rights. In this role, you will gain transferrable professional skills by contributing to key fundraising initiatives.

Justice Revival is a faith-based nonprofit committed to educating, inspiring, and mobilizing Christian communities to stand in solidarity with the oppressed and defend the human rights of the vulnerable. We are a dynamic, early phase organization seeking an energetic, motivated volunteer Fundraising Associate to work directly with the Executive Director and Fundraising Team. This is an opportunity to be part of building a new organization dedicated to amplifying a Christian voice for equal justice & human rights in the United States.

If your long-term career goals involve fundraising and nonprofit management, this could be a good fit for you. It is a valuable opportunity to gain resume-enhancing professional experience while helping Justice Revival attract funding to mobilize faith-based support for human rights. We're looking for an articulate, reliable and organized self-starter with a passion for fundraising and pitching Justice Revival. Learn more about us at [www.justicerevival.org](http://www.justicerevival.org).

### **Responsibilities**

- Help build relationships with individual donors; conduct research to support presentations to current and potential donors

- Assist in researching and assessing grant funding opportunities and writing letters of inquiry and grant proposals
- Write donor communications, including program updates and thank-you letters; assist in writing and publishing Annual Report
- Maintain donor database and run reports of donor engagement

### **Required Qualifications**

- Bachelors' degree required
- Experience or interest in nonprofit fundraising or grant writing
- Willingness and ability to prioritize Justice Revival
- Initiative, creativity, flexibility, and an entrepreneurial spirit
- A contagious passion for our cause
- *Bonus:* experience with foundation relations; experience soliciting donations from individuals

### **How to Apply**

Contact [applications@justicerevival.org](mailto:applications@justicerevival.org)

- Please send us your cv or resume
- Please include a brief statement of faith
- Let us know why Justice Revival
- Let us know details about your relevant experience