



**Pro Bono Partnership of Atlanta  
Development and Communications Coordinator**

Pro Bono Partnership of Atlanta (PBPA) seeks a full-time Development and Communications Coordinator to assist the organization with its mission of connecting attorneys with nonprofits in need of free legal assistance. More information about PBPA can be found at [www.pbpatl.org](http://www.pbpatl.org). The Development and Communications Coordinator will work closely with the Executive Director and the Development Consultant to coordinate all fundraising and marketing efforts. Responsibilities include but are not limited to:

**Fundraising**

- Collaborate on annual fundraising plan and campaigns
- Coordinate Board of Directors fundraising efforts
- Provide information as requested for grant applications and submit grant reports
- Steward and acknowledge donations
- Coordinate logistics and support sponsorship acquisition for 2-3 annual events

**Communication**

- Produce monthly e-newsletters in Campaign Monitor and assist with annual report
- Collect and curate success stories and testimonials
- Draft content for presentations, nominations and recommendation letters
- Assist with social media content creation
- Manage Wordpress website and update content with support from web developer

**Administrative/Finance**

- Track and report on donations in Salesforce and assist with annual audit
- Coordinate logistics and keep minutes for quarterly Board committee meetings
- Work with bookkeeper to prepare monthly deposit reports
- Create program reports in Salesforce
- Provide administrative support to Executive Director

**Candidate Requirements:**

- Bachelor's degree and minimum 1-2 years' work experience, preferably at a nonprofit, law firm or corporate legal department.
- Availability to work during normal business hours and attend weekly in-person staff meetings and occasional night or weekend events
- Excellent organizational skills, outstanding written and verbal communication skills, strong attention to detail, a high level of creativity, and the ability to work both independently and as a team.
- Advanced computer skills including Microsoft Office Suite.
- Preferred qualifications include previous development experience and familiarity with the Atlanta philanthropic, nonprofit or legal community; knowledge of Salesforce, WordPress, Adobe Creative Suite, Campaign Monitor, Canva, and social media

**Compensation:** Salary range is \$50,000-55,000 commensurate with experience and includes health, vision and dental insurance, retirement investment options, and paid time off. Hybrid work environment.

**To apply:** Send cover letter and resume to: [jobs@pbpatl.org](mailto:jobs@pbpatl.org) No telephone calls please.