



**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. 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
- Support Board of Directors fundraising efforts and coordinate other donations
- Provide information as requested for grant applications
- Steward, acknowledge and track all donations in Salesforce
- Coordinate logistics and solicit sponsorship 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
- Create and post regular social media content on LinkedIn, Facebook and Instagram
- Manage WordPress website and update content with support from web developer

Administrative/Finance

- Run program and donation reports in Salesforce
- Assist with annual audit
- Coordinate logistics, prepare content and keep minutes for quarterly Board and 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 or law firm.
- 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, 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, Campaign Monitor, Canva, and social media.

Compensation: Salary range is \$55,000-60,000 commensurate with experience. Benefits currently include employer-paid health, vision and dental insurance, 5% employer retirement contribution (no match required), paid time off, and professional development and training opportunities. Hybrid work environment.

To apply: Send cover letter and resume to: jobs@pbpatl.org No telephone calls please.