



JOB TITLE: **Development & Client Coordinator**

LOCATION: Houston, Texas

COMPENSATION: Commensurate with experience, expected range of \$35-50K

About Restoring Justice

Founded in 2016, Restoring Justice is a 501(c)(3) nonprofit organization in Houston, Texas that provides client-centered & holistic criminal defense legal representation to marginalized members of our community. We are a grassroots-built and community-based organization. Our goal is to elevate the quality of representation provided to indigent people. We take cases of those who are receiving inadequate legal services or are represented by overloaded counsel and offer them holistic representation & care free-of-charge.

Position Summary

Restoring Justice is hiring a full-time Development & Client Coordinator to join our team. We are seeking a person who is passionate about challenging the injustices of the criminal legal system and lifting up the stories and voices of those impacted by it. This role requires excellent organizational, writing, and relationship-building skills. The Development & Client Coordinator will manage our intake system, coordinate fundraising and development support, provide paralegal support on cases, and conduct administration for executive team tasks, including for Board meetings. The Development & Client Coordinator will report to the CEO.

Primary Responsibilities

Development Coordination

- Support organizational fundraising efforts by participating in each step of the donor pipeline including: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.
- Manage portfolio of donors including individual, corporate, community, and church partners. Schedule check-ins and engage with financial partners on a regular basis as directed by the CEO.
- Support staff in fundraising efforts by conducting research on donor profiles and scheduling and coordinating monthly staff fundraising tasks.
- Identify grant funding opportunities and provide administrative and drafting assistance to the Executive Team in preparation of grant applications.
- Network with fundraising professional groups like Houston Endowment, WeRaise, AFP, NCF, Kingdom Advisors and others to implement fundraising best practices.



- Actively seek out and participate in fundraising and development training opportunities.
- Support the successful administration of Board meetings and other Executive teams tasks as they arise.

Client Coordination: Intake & Paralegal Support

- Manage our intake system that allows us to identify and determine eligibility for Restoring Justice's services. This role includes answering our intake phone line, which receives calls from potential clients in jail and other referrals, inputting them into our intake system, and looking up relevant case information on the clerk's website. Our intake line currently gets about 5-7 calls/day.
- This role requires care, compassion and a humble understanding of people's life circumstances and vulnerabilities. It requires a loving attitude and fostering a warm reception for callers as you are the first impression to those who call seeking assistance.
- Provide paralegal support on cases at the direction of the Chief Defender and Staff Attorneys. This role includes formatting and drafting motions, electronic filing of documents, saving and organization of discovery, updating our case management system, and coordinating information-sharing with clients.

Requirements & Selection Criteria

- At least 2+ years of experience in an administrative, paralegal, and/or development or fundraising role.
- Excellent organization, writing, networking, and communication skills.
- Systems software proficiency and experience required in Google Calendar, Google Docs, Google Sheets, Word, Excel, Powerpoint, and Adobe Acrobat.
- Preferred: Spanish-language proficiency, non-profit or law firm work experience.

We do not discriminate based on race, color, religion, sex or national origin and are committed to an equitable workplace.

How to Apply

Interested candidates should submit a cover letter, resume, two professional references, and one work-product example displaying the necessary skills for this role described above (examples could include sophisticated agenda, donor or other account database management, written documents prepared solely by the applicant, or a reception system/welcome messaging). All application materials should be submitted as an attachment in a single PDF document by email to info@restoringjustice.org. Interviews will consist of very practical application questions regarding the specific areas of responsibility outlined above. Review of applications will begin immediately and will continue **until the position is filled**.