



## **Milwaukee Justice Center Fundraising Coordinator (part-time)**

### **About This Position**

The Milwaukee Justice Center (“MJC”) is a public-private collaboration between the Milwaukee County Clerk of Courts, the Milwaukee Bar Association (“MBA”), and Marquette Law School offering self-help civil legal aid to individuals who cannot afford an attorney and who are representing themselves in Milwaukee County cases. With a staff of 6 and an annual volunteer corps of over 350, the Milwaukee Justice Center assists over 10,000 people in its services each year. These services include Family Forms Assistance, The MJC Mobile Legal Clinic, Parenting Conferences dispute resolution program, and a civil legal aid helpline. The MJC also hosts the Marquette Volunteer Legal Clinics at the MJC and on the Mobile Legal Clinic in the Milwaukee community.

The Fundraising Coordinator for the Milwaukee Justice Center is an employee of the Milwaukee Bar Association with reporting duties in part to the Milwaukee Bar Association Foundation. The Coordinator will work together with the Executive Directors of the Milwaukee Justice Center and Milwaukee Bar Association Foundation to create and implement a fundraising development plan supporting the work of the Milwaukee Justice Center. The ideal candidate will be committed to furthering the Milwaukee Justice Center’s mission of equal access to justice for all and adept at communicating with the many supporters of the MJC, including partners, volunteers, donors, and clients. We are seeking someone who is driven, curious, culturally humble, and interested in creative solutions to the problems facing self-represented litigants in our community.

This is a part-time position, with ability to work remotely, averaging 20 hours per week with a rate of \$25.00/hour.

### **Position Responsibilities**

- Create and implement annual fundraising plan to support MJC programs
- Assist MJC and MBA Staff in special event planning, alongside event planning committees
- Identification of new event opportunities
- Plan and implement annual fundraising campaign
- Identify new, relevant grant opportunities for the MJC programs
- Assist Executive Directors and MJC staff in timely preparation of grant applications and grant progress reports
- Perform all administrative duties for MJC fundraising/development activities
- Other duties as assigned

## **Qualifications**

- Bachelor's Degree, ideally in Communications, Marketing/Public Relations, English/Literature or with specific course work focused on grant writing and fundraising
- Experience in non-profit fundraising/development and/or special event management
- Experience building and maintaining donor relationships
- Excellent oral and written communication skills
- Ability to work independently and meet project deadlines
- Strong, detail-oriented organizational skills
- Ability to work remotely
- Ability to work occasional nights and weekends for event purposes

**Please submit resume, cover letter, and contact information for 3 references to Mary Ferwerda, Milwaukee Justice Center Executive Director, at [mary.ferwerda@wicourts.gov](mailto:mary.ferwerda@wicourts.gov) or apply through the Milwaukee Justice Center website at [www.milwaukeejusticecenter.org/mjccareers](http://www.milwaukeejusticecenter.org/mjccareers).**