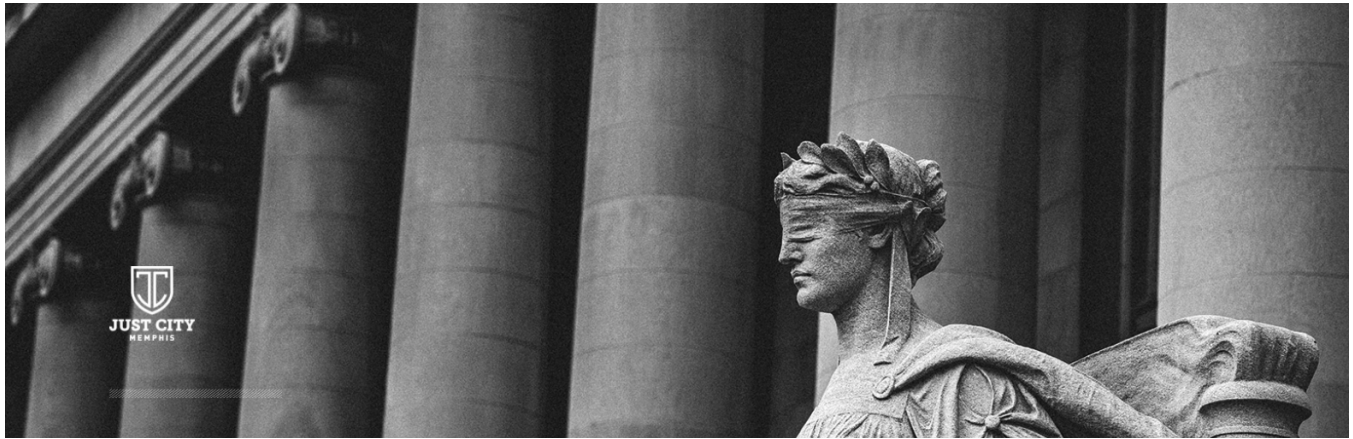




Development and Operations Coordinator

Memphis, TN

\$42,000 - \$52,000

The Organization

We are Just City. Founded in 2015, our mission is to ensure the criminal legal system is fair for all people, regardless of wealth, race, or ethnicity. Our vision is to make that system smaller, fairer, and more humane, starting in Memphis, Tennessee. **Come make an impact at Just City!**

The Opportunity

As the **Development & Operations Coordinator**, you will play a central role in supporting both the fundraising and internal operations of Just City. This position is uniquely structured to provide 70% support to the Director of Development & Board Relations and 30% support to the Director of People and Organizational Performance, ensuring seamless coordination across development, donor stewardship, office operations, and staff experience.

You will help maintain the systems, processes, and communications that keep the organization running smoothly — from donor database management and event logistics to office coordination, vendor support, and internal communication. This role is ideal for someone who is highly organized, detail-oriented, and energized by supporting teams, managing systems, and creating a welcoming, efficient environment.

As the Development and Operations Coordinator, you will have a dual-reporting structure reporting both to the Director of Development and Board Relations and the Director of People and Organizational Performance. This position will work out of Just City's office in Memphis. This position may include some limited travel.

How You'll Fulfill Your Mission

Development Support (70%):

- Maintain and update donor records in the CRM, ensuring accuracy, timeliness, and data integrity.
- Plan and manage fundraisers from inception to completion, source and cultivate new donors, and support Just City's overall revenue goals.
- Assist in the management of sponsorship fulfillment, donation acquisition, follow-up and stewardship for all donors and sponsors.

- Support donor stewardship activities, including preparing acknowledgment letters, tracking touchpoints, and assisting with donor communications.
- Assist with pulling reports, tracking event data, and maintaining organized records to support planning and decision-making.
- Assist with grant tracking, deadlines, and document organization.
- Provide logistical and administrative support for fundraising events, campaigns, and donor engagement activities.
- Help prepare materials for Board meetings, development reports, and committee meetings.
- Conduct basic prospect research and maintain organized development files and systems.
- Stay current on trends and best practices in the fundraising and development profession.

Office and Internal Operations Support (30%):

- Serve as the primary point of contact for office coordination, including supplies, mail, equipment, and general office needs.
- Support vendor relations by coordinating service requests, tracking contracts, and assisting with vendor payments.
- Assist with onboarding and offboarding tasks, including preparing materials, coordinating schedules, and supporting internal communications.
- Help maintain internal systems, templates, and documentation that support workflow clarity and operational effectiveness.
- Coordinate building maintenance, office equipment, purchasing and space planning
- Support staff engagement activities, internal events, and training logistics.
- Assist in scheduling, onboarding, training, and maintaining employee records.
- Schedule and prepare team, After Action Reviews, budget, goal-setting and other meetings as needed in partnership with the Executive Director's administrative assistant.

Cross-Functional Coordination:

- Maintain organized digital and physical filing systems that support both development and internal operations.
- Support cross-departmental communication by preparing agendas, taking notes, and tracking follow-up tasks.
- Ensure the office environment is welcoming, functional, and aligned with Just City's culture and values.
- Communicate effectively with Just City team members to support smooth execution of meetings, events, and daily operations.
- Identify issues, escalate appropriately, and support problem resolution in timely and professional manner.
- Provide general administrative support to leadership as needed.

Organizational-Wide Responsibilities:

- Handle confidential and sensitive information with discretion.
- Support Just City programs as needed, contributing to events, outreach, and cross-departmental initiatives to ensure the organization delivers high-quality, mission-aligned services to the community.
- Demonstrate and uphold Just City's core values by practicing the organization's behavior-based competencies in daily work, interactions, and decision-making, ensuring that integrity, accountability, action, and people-first service guide how we show up for each other and the community.

Why We Value You

- You have extensive experience with project management and both small- and large-scale event planning.
- You are organized, reliable, and able to manage multiple priorities with clarity, calm and with minimal oversight.
- You bring strong administrative and coordination skills, with an eye for detail and accuracy.
- You communicate clearly and professionally with staff, donors, vendors, and partners.
- You enjoy supporting others and contributing to a positive, efficient workplace.
- You must thrive in a fast-paced environment,
- You excel at managing multiple priorities with keen attention to detail and professionalism.
- You are comfortable learning new systems and improving existing processes.
- You are committed to equity, justice, and community-centered work.
- You thrive in a collaborative, mission-driven environment and bring a low-ego, solutions-oriented approach.
- You recognize and embrace the reality that this job description does not represent 100% of the role and responsibilities, and there may be times when other duties are assigned to you

Desired Multipliers:

- Experience in nonprofit administration, development, office coordination, or related roles.
 - Familiarity with donor databases or CRM systems (e.g., Bloomerang, Salesforce, Network for Good).
 - Strong organizational and project management skills.
 - Comfort with spreadsheets, databases, and digital file management.
 - Prior experience with cold-calling and new donor prospecting preferred.
 - Exceptional networking and relationship-building skills.
 - Experience supporting events, meetings, or volunteer activities.
 - Strong writing and editing skills for donor communications and internal documentation.
 - Highly organized with strong attention to detail and the ability to manage several projects simultaneously.
 - Professional, ethical, and able to work independently and collaboratively as part of a team.
 - Demonstrated ability to foster positive relationships with donors, volunteers, and community partners.
 - Ability to maintain confidentiality and handle sensitive information with professionalism.
 - A demonstrated commitment to equity, justice, and community-centered values.
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Diversity, Equity, & Inclusion

At Just City, we aspire to accelerate community-driven solutions to the problems presented by the criminal justice system. In order to build the strongest team possible, we actively seek a diverse applicant pool with talent that has an awareness of systemic bias and cultural competency for the work we do. Being diverse and inclusive isn't just something we strive for, it is who we are, and part of what we do each and every single day. We want to ensure that as an employee, you feel Just City is a place where, no matter who you are, you feel safe, included, and that you have the opportunity to bring your unique self to work.

Just City is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status. If you are unable to submit an application

because of incompatible assistive technology or a disability, please contact us at careers@justcity.org or (900) 206-2226. We will make every effort to respond to your request for disability assistance as soon as possible.

Benefits

Benefits are an essential part of your total compensation for the work you do every day. Whether you're single, in a growing family, or nearing retirement, Just City offers a variety of comprehensive and competitive benefit programs to meet your needs including:

- Covering 100% of your total health, dental, and vision insurance premiums as part of an existing group insurance plan
- Reimbursement of up to \$2,000 annually for costs incurred for psychotherapy treatment
- Match of up to 3% of your contribution to a Northwestern Mutual Simple IRA
- Provided computer and electronic equipment suitable to meet the requirements of the position and a monthly telephone stipend

To apply, please email your resume along with answers to the following questions to careers@justcity.org by August 12th: What draws you to Just City's mission, and what in your background makes you a strong fit for this role?