

Donor Relations & Development Associate

Part-Time | 20 Hours/Week | Twin Cities | \$26-\$30/Hour | English/Spanish

Help us build the community behind international juvenile justice reform.

You do not need to already be a professional fundraiser. We are looking first for a bilingual relationship-builder who enjoys connecting with people, follows through, takes initiative, and wants to help turn interest in our mission into lasting support.

About JJAI

Juvenile Justice Advocates International (JJAI) is a small, Twin Cities-based international nonprofit working to improve juvenile justice systems and strengthen support for young people and families, with significant work in Latin America. We build practical partnerships that advance rights, family connection, and alternatives to unnecessary incarceration.

About the Role

This is a people-first role focused on building and strengthening relationships with JJAI donors, sponsors, and supporters. You will reach out personally, follow up consistently, help re-engage past supporters, and identify new relationships and opportunities for growth.

The position is designed for someone early in their fundraising or nonprofit career, including candidates bringing transferable experience from community outreach, organizing, hospitality, sales, membership, events, customer relationships, or other people-facing work.

What Success Looks Like

- Donors and supporters feel personally connected to JJAI and understand the impact of their support.
- Outreach and follow-up are warm, timely, consistent, and well organized.
- Past supporters are re-engaged and current relationships are strengthened.
- New donor, connector, and community relationships are identified and developed.
- Donor information and next steps are accurately tracked so opportunities do not fall through the cracks.

What You Will Do

- Reach out to donors and supporters by phone, email, and in-person meetings.
- Build authentic relationships through thoughtful, consistent follow-up.
- Help re-engage past donors and strengthen relationships with current supporters.
- Support donor stewardship, acknowledgments, updates, and other communications.
- Track outreach, conversations, commitments, and next steps in JJAI donor systems and spreadsheets.
- Help plan and support small donor gatherings, house parties, and community events.
- Research and identify potential donors, connectors, community partners, and referral opportunities.
- Represent JJAI in community-facing settings with warmth and professionalism.
- Work closely with JJAI leadership to test and improve donor outreach approaches.

What We Are Looking For

Required

- Professional working proficiency in both English and Spanish.
- Strong communication and interpersonal skills; comfortable initiating conversations with people you do not yet know.
- Excellent organization and follow-through.
- Self-directed and comfortable taking initiative without constant supervision.
- Able to manage multiple conversations, commitments, and follow-up tasks at the same time.
- Interest in nonprofit, advocacy, international, or mission-driven work.

Strong Plus - Not Required

- Experience in fundraising, donor relations, sponsorship, membership, customer service, community outreach, organizing, events, sales, hospitality, or another relationship-centered role.
- Experience engaging across cultures and communities.
- Experience with a CRM, donor database, Airtable, or spreadsheets.
- Familiarity with the Twin Cities community and local networks.
- Interest in Latin America, international development, youth justice, or human rights.

What We Value Most

Energy, warmth, initiative, curiosity, and follow-through matter more to us than a perfect fundraising resume. If you have built trust with customers, community members, volunteers, members, clients, or supporters, those skills can translate well to donor relations. We especially encourage candidates who are excited to learn fundraising while bringing strong relationship-building skills from another field.

Growth Opportunity

This role offers hands-on experience in donor stewardship, individual giving, community engagement, events, prospect development, and nonprofit fundraising strategy. There is potential for the position to grow over time as JJAI expands its donor community and development work.

Compensation

\$26-\$30 per hour for approximately 20 hours per week, depending on relevant experience and skills.

How to Apply

Please email your resume to douglas@jjadvocates.org and include brief responses to the following three questions:

- Why does this position interest you?
- Tell us briefly about a role where you regularly built relationships with people.
- How would you describe your level of spoken Spanish?

JJAI welcomes candidates with transferable skills and varied professional backgrounds.