

Poverty & Race Research Action Council (PRRAC)

Job Description

Development and Government Relations Associate

The Poverty & Race Research Action Council, headquartered in Washington, D.C., is a civil rights organization committed to removing structural barriers to equality in housing, education, and health. PRRAC promotes research-based advocacy, provides support and technical assistance to allied organizations, conducts policy analysis, and brings together advocates and researchers to advance the civil rights agenda. It is well known for its bi-monthly newsletter *Poverty & Race* and for its extensive national network of researchers, organizers, attorneys, educators, and public health, housing, and education professionals.

PRRAC raises approximately \$800,000 annually, chiefly from foundation sources and individual contributions, for its work on federal policy research and advocacy. For more information, visit www.prrac.org.

The Position: PRRAC seeks a full-time Development and Government Relations Associate to support the organization's program development and implementation, and related fundraising efforts, led by the Executive Director. Essential job functions will include: a) development - conduct foundation and donor research; assist in writing and producing fundraising proposals and reports; maintain computer and hard files for tracking funder relationships, obligations, deadlines, giving, etc.; process and acknowledge gifts; arrange funder visits and meetings; prepare briefing sheets and talking points for funder meetings; assist in funder stewardship; respond to daily programmatic and fundraising needs as they arise; b) government relations – track selected federal agency activities and Congressional hearings; arrange meetings with key officials; research and bill tracking.

Qualifications: Bachelor's degree; 3-5 years experience with a non-profit organization; some familiarity with fundraising processes and systems; demonstrated interest in PRRAC's issues; superb written and oral communication skills; flexible, self-starter.

This is an excellent position for a recent college graduate interested in civil rights, federal policy work, and non-profit management. Salary commensurate with experience; full range of benefits available.

Please send cover letter, resume, and two writing samples (one short, one long) to:
Philip Tegeler, Executive Director, Poverty & Race Research Action Council, 1015 15th St. NW #400, Washington, DC 20005, ptegeler@prrac.org.