



Development and Operations Coordinator

Memphis, TN • \$40,000–\$45,000

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 support both the fundraising and internal operations of Just City — providing 70% support to the Director of Development & Board Relations and 30% support to the Director of People & Organizational Performance. 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 dual-reporting role is ideal for someone highly organized and detail-oriented who is energized by supporting teams, managing systems, and creating a welcoming, efficient environment. The position works out of Just City's Memphis office and 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 to support Just City's revenue goals.
- Manage sponsorship fulfillment, donation acquisition, follow-up, and stewardship for all donors and sponsors, including acknowledgment letters and tracking touchpoints.
- Provide logistical and administrative support for fundraising events, campaigns, and donor engagement; prepare materials for Board, development, and committee meetings.
- Assist with grant tracking and deadlines, prospect research, reporting, event data, and maintaining organized development files and systems.
- Stay current on trends and best practices in fundraising and development.

Office & Internal Operations Support (30%)

- Serve as the primary point of contact for office coordination — supplies, mail, equipment, and general office needs.
- Support vendor relations (service requests, contracts, payments) and coordinate building maintenance, office equipment, purchasing, and space planning.
- Assist with onboarding and offboarding, scheduling, training logistics, and maintaining employee records.
- Help maintain internal systems, templates, and documentation that support workflow clarity and operational effectiveness.
- Support staff engagement activities and internal events; schedule and prepare team, budget, goal-setting, and After Action Review meetings in partnership with the Executive Director's administrative assistant.

Cross-Functional Coordination & Organization-Wide Responsibilities

- Maintain organized digital and physical filing systems supporting both development and operations.
- Support cross-departmental communication by preparing agendas, taking notes, and tracking follow-up tasks; ensure the office is welcoming, functional, and aligned with Just City's values.
- Identify and escalate issues, support timely resolution, and provide general administrative support to leadership.
- Handle confidential and sensitive information with discretion; support Just City programs, events, and outreach as needed.
- Uphold Just City's core values and behavior-based competencies — integrity, accountability, action, and people-first service.

Why We Value You

- You have extensive experience in project management and both small- and large-scale event planning.
- You are organized and reliable, managing multiple priorities with clarity, calm, and minimal oversight.
- You bring strong administrative and coordination skills with an eye for detail and accuracy, and communicate clearly with staff, donors, vendors, and partners.

- You thrive in a fast-paced environment, enjoy supporting others, and are comfortable learning new systems and improving existing processes.
- You bring a low-ego, solutions-oriented approach and a commitment to equity, justice, and community-centered work.
- You recognize this job description does not capture 100% of the role, and you are open to other duties as assigned.

Desired Multipliers

- Experience in nonprofit administration, development, office coordination, or related roles.
- Familiarity with donor databases/CRMs (e.g., Bloomerang, Salesforce, Network for Good) and comfort with spreadsheets and digital file management.
- Strong organizational, project-management, writing, and editing skills for donor communications and internal documentation.
- Experience supporting events, meetings, or volunteers, with exceptional networking and relationship-building skills; prior cold-calling/donor prospecting preferred.
- Professional and ethical, able to maintain confidentiality and work both independently and collaboratively.

Diversity, Equity & Inclusion

Just City actively seeks a diverse applicant pool with an awareness of systemic bias and cultural competency for the work we do — being diverse and inclusive is part of who we are. Just City is an equal opportunity employer; all applicants receive consideration without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, disability, or other legally protected status. If you are unable to apply because of incompatible assistive technology or a disability, contact us at careers@justcity.org or (901) 206-2226.

Benefits

- 100% of health, dental, and vision insurance premiums covered as part of an existing group plan.
- Up to \$2,000 annual reimbursement for psychotherapy treatment.
- Up to 3% match on contributions to a Northwestern Mutual Simple IRA.
- Company-provided computer and electronic equipment, plus a monthly telephone stipend.

To apply, email your resume and cover letter to careers@justcity.org by June 15, 2026.