

LSNYC seeks an experienced fundraiser to manage multiple annual fundraising events and work collaboratively with the development team and other stakeholders to implement effective fundraising strategies.

Our Organization:

Legal Services NYC (LSNYC) fights poverty and seeks racial, social, and economic justice for low-income New Yorkers. For more than 50 years, we have challenged systemic injustices that keep people in poverty and provided legal services that help our clients meet basic needs for housing, income, economic security, family and immigration stability, education, and health care. LSNYC is the largest provider of civil legal services in the country; our staff of 650 people in neighborhood-based offices and outreach sites across all five boroughs helps nearly 110,000 individuals annually. Our work fights discrimination and helps to achieve equity for low-income New Yorkers. LSNYC includes four constituent corporations (Bronx Legal Services, Brooklyn Legal Services, Manhattan Legal Services, Queens Legal Services) and one branch office (Staten Island Legal Services). We partner with scores of community-based and member-run organizations, elected officials, law schools, public agencies, pro bono lawyers, and the courts to maximize our effectiveness.

Role & Responsibilities:

LSNYC seeks an experienced fundraiser to manage multiple annual fundraising events and work collaboratively with the development team and other stakeholders to implement effective fundraising strategies. The Development Officer is part of LSNYC's 4-person Development Team, reporting directly to the Director of Development. The Development Officer works closely with the Executive Director, Pro Bono Director, Project Directors, and board members to support LSNYC and its borough offices' fundraising efforts.

Key Responsibilities include:

- Coordinate LSNYC's fundraising, cultivation, and stewardship events
- Develop and implement comprehensive event plans and timelines, in consultation with the development director
- Manage and coordinate event-related vendors including venues, caterers, photographers, AV/event production services, and more
- Manage all aspects of event logistics, including participant RSVP tracking and registration, and production of event digital, print, and video collateral
- Collaborate with the communications and marketing team to publicize events across LSNYC's social media platforms
- Ensure accurate and timely processing of gifts and gift acknowledgments
- Build and manage registration and landing pages for events
- Attend committee and honoree meetings as needed
- Accurately track solicitations and gifts in LSNYC's donor database and ensure effective use of reports and database structures to track and measure event outcomes
- Assist with cultivating and nurturing relationships with current and potential law firms, corporate, and individual sponsors
- Collaborate with the development team to develop strategies to further fundraising, including marketing materials, website content, and donor communications

Experience & Qualifications:

- At least 5 years of nonprofit event experience and track record of managing both large and intimate fundraising and cultivation events
- Bachelor's/Associate's degree or equivalent experience in a related field
- Demonstrated ability to think strategically, take initiative, work independently, and manage multiple deadlines
- Collaborative orientation, and capacity to work in a team
- Demonstrated consistent ability to pay close attention to details
- Demonstrated communication habits that are consistently prompt and highly responsive
- Demonstrated excellent organizational skills
- Excellent analytical, verbal, and written communication skills
- Experience with Raiser's Edge or equivalent fundraising database
- Familiarity and comfort using Microsoft Office applications, including Publisher and PowerPoint
- Passion for social justice and a commitment to advancing equity in low-income communities, including communities of color and LGBTQ+ communities
- Humor, imagination, and a love for new challenges always welcome

Salary and benefits are determined by the LSNYC Collective Bargaining Agreement.

Health Recommendation

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid-19 vaccinations unless they are unable to for medical or religious reasons.

How to Apply

Interested applicants should send a resume and cover letter to: development@lsnyc.org with "Development Officer Events" in the subject line.

LSNYC is an equal-opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people, and people over the age of 40 are welcome and encouraged to apply.

Salary Range (dependent on years' experience):

- 1-10 years: \$61,725 - \$83,645
- 11-20 years: \$85,755 - \$102,920
- 21+ years: \$108,070 - \$118,008