

Legal Services NYC seeks a Development Associate.

ORGANIZATION DESCRIPTION

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.

THE ROLE

LSNYC seeks a Development Associate who will play an integral role in supporting a three-person Development team. The Development Associate will work on multiple annual fundraising events, maintain the donor database, and play a critical role in acknowledging donor gifts and stewarding donors. The Development Associate reports directly to the Director of Development and works closely with Project Directors and staff across all LSNYC's offices to support LSNYC and its borough offices' fundraising efforts.

KEY RESPONSIBILITIES

- Manage logistics related to fundraising, stewardship, and cultivation events, including taking a leadership role in coordinating with venue contacts; scheduling film shoots for event videos; and working with graphic designers, caterers, photographers, and other vendors.
- Manage data entry, tracking, clean-up, and reporting in Raiser's Edge for the Development team. This includes prompt donor acknowledgment and processing returned mail
- Work closely with the finance department to ensure that contributions are recorded correctly and to track invoices and payments
- Coordinate large mailings with the mail house including the annual appeal and event solicitations
- Assist in the research of donor prospects, including individuals, corporations, and foundations
- Support the production of event and donor communication materials
- Update development content on the LSNYC website
- Collaborate with the communications team to publicize events across LSNYC's social media platforms
- Attend events and committee meetings

QUALIFICATIONS

- At least 2 - 3 years of experience in the field of event management or the development department of a nonprofit organization
- Bachelor's/Associate's degree or equivalent experience in a related field
- Experience with Raiser's Edge or equivalent fundraising database
- 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
- 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. **Interested applicants should send a resume and cover letter to: development@lsnyc.org with "Development Associate" 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.

All employees are strongly encouraged to continue receiving and maintaining up-to-date COVID19 vaccinations unless they

cannot for medical or religious reasons.

Salary Range (Based on yearsâ€™ experience):

- 1-10 years: \$55,460-68,514
- 11-20 years: \$69,614-79,019
- 21+ years: \$82,013-89,476