



*The*  
**Legal Aid Society**  
of Cleveland  
*Since 1905*

## Development & Communications Internship

The Legal Aid Society of Cleveland (Legal Aid) seeks an intern for its Development & Communications Department to work up to 25 hours per week in its downtown Cleveland office. The internship will begin in June 2012 and last for the summer (and possibly into the fall).

The Development & Communications Department focuses on fundraising from individuals, law firms, corporations and foundations; handles public relations; and conducts media outreach. The development intern will primarily support the Director of Development & Communications.

### Primary Responsibilities

- maintain Raiser's Edge (Legal Aid's donor database) and perform data entry, including: biographical information, Volunteer Lawyers Program hours, phone numbers, e-mail, additional addresses, donation data, pledge info, relationships and other notations
- create systems and procedures to check accuracy of Raiser's Edge data
- develop standards of practice for Raiser's Edge database
- research potential funding sources
- proofread marketing and direct mail pieces
- prepare donor acknowledgment letters
- assist with the coordination of data for reports to board members
- complete writing projects as assigned
- assist with the planning of several events, including Legal Aid's summer cocktail party and the annual fall luncheon.

**Qualifications:** Strong organizational, analytical, interviewing, verbal and written skills. Previous experience in community social services and knowledge of poverty law and related legal systems and procedures highly preferred. Must be comfortable with fundraising and basic research. Computer and internet proficiency is necessary, as well as strong attention to detail. An ideal candidate would demonstrate interest in both a legal and nonprofit/government career.

**Compensation:** Due to limited financial resources, Legal Aid is unable to pay interns.

**Application Procedure:** Qualified candidates should forward a cover letter, resume and writing sample to [careers@lasclv.org](mailto:careers@lasclv.org) listing "Development Intern" in the subject line of the email.

**Application materials will be accepted until Friday, June 15, 2012.**

*Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, sex, religion, national origin, marital status, sexual orientation, or mental or physical disability.*

**About Legal Aid:** Ranked as one of the Plain Dealer's Top Workplaces in 2011, Legal Aid's mission is to secure justice and resolve fundamental problems for those who are low income and

vulnerable by providing high quality legal services and working for systemic solutions. Founded in 1905, Legal Aid is the fifth oldest legal aid organization in the United States. Legal Aid's 50 staff attorneys and 1,400 volunteer lawyers ensure access to justice for low income people. For more information please visit [www.lasclev.org](http://www.lasclev.org).

**About the Development and Communications Department:** Legal Aid's Development and Communications Department focuses on fundraising from individuals, law firms, corporations and foundations; handles public relations; and conducts media outreach.