



## Development & Communications Associate – Donor Relations

The Legal Aid Society of Cleveland seeks a Development and Communications Associate focused on donor relations.

The **Development and Communications Associate** supports the Director of Development and Communications to increase annual revenue through planning, solicitation, and stewardship efforts as part of Legal Aid's comprehensive fundraising efforts. The primary role for this Associate is to steward, retain and gain donors, and deepen engagement with supporters. A secondary role is to support Legal Aid's fundraising and communication. The Associate reports to the Director of Development and Communications. The Associate's assignments will include donor relations work (phone calls, outreach letters, in-person meetings), supporting special events, assisting with development of materials for Legal Aid's Campaign and annual appeal, serving as the contact for various mini-campaigns, and implementing a donor relations program.

**Legal Aid** is a non-profit law firm whose 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 in the United States. Legal Aid's 82 staff (including 50 attorneys) and more than 3,000 volunteer lawyers use the power of the law to improve safety and health, shelter, and economic stability for low income clients. For more, visit: [www.lasclev.org](http://www.lasclev.org).

### The Successful Candidate will:

- Be committed to Legal Aid's mission
- Hold a Bachelor's degree in related field or commensurate experience
- Have 3-5 years experience in non-profit fundraising, development, public relations or similar work
- Be proficient in MS Office
- Be proficient with fundraising/database software; Raiser's Edge preferred
- Be proficient in research via web and other electronic sources (donor research experience helpful)
- Have excellent interpersonal skills
- Have excellent communication skills (oral and written)
- Be organized, able to prioritize work, able to multi-task and handle multiple responsibilities
- Have strong attention to detail and accuracy
- Have excellent organization, planning, follow-up and problem-solving skills
- Be able to travel and to work some evenings, weekends and early morning hours as needed

**Compensation & Benefits:** The salary for this position is \$57,600+ annually DOE. Legal Aid offers an exceptional benefits package including healthcare, life and disability insurance, retirement savings plan with up to 13% employer contribution, and much more. Visit [www.lasclev.org/careers/overview](http://www.lasclev.org/careers/overview) for more information.

**To Apply:** Send a cover letter and résumé to: [careers@lasclev.org](mailto:careers@lasclev.org) with "Development Associate" in the email subject line. **Deadline to Apply is July 8, 2019.** Only candidates selected for an interview will be contacted directly.

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