



## Writer – Development and Communications

Do you love to write? Do you want to use your liberal arts education for a good cause? Do you like a fast-paced work environment and focus on deadlines? Do you want to be part of a highly successful development and communications team tasked with helping secure justice for low income and vulnerable populations? Help an organization grow through positive communication with the public and funders?

The Legal Aid Society of Cleveland (Legal Aid) seeks a **Writer** to fill this role in our Development and Communications department.

The **Writer** plays a critical role in the organization. This staff member will primarily be responsible for writing grants and fundraising proposals and executing public relations and donor communications to build awareness and engage audiences in support of annual fundraising. This will involve interviewing clients and attorneys for public relations stories, writing content for newsletters and other publications. The Writer is responsible for maintaining the integrity of Legal Aid's brand and identity. Additionally, the Writer will comply with the Association of Fundraising Professionals Code of Ethics.

**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 70 staff (including 40 attorneys) and more than 2,000 volunteer lawyers use the power of the law to improve safety and health, shelter, and economic stability for low income clients. Legal Aid serves a diverse population Ashtabula, Cuyahoga, Geauga, Lake and Lorain Counties. For more, visit: [www.lasclev.org](http://www.lasclev.org).

### Qualifications/Requirements:

- Bachelor's degree in related field, liberal arts, or commensurate experience required
- Experience in writing, non-profit fundraising, development, public relations or similar work
- Literary skills, creativity and imagination
- Ability to work to tight deadlines, while also maintaining attention to detail
- Excellent research skills
- Ability to work alone
- Computer proficiency in MS Office
- Proficiency in WordPress or other blog/website editing software
- Proficiency with fundraising/database software
- Excellent interpersonal skills
- Excellent communication skills (oral and written)

**Compensation & Benefits:** Starting salary will be commensurate with the appointee's background and experience. Legal Aid offers an exceptional benefits package including healthcare benefits, life and disability insurance, retirement savings plan with up to 13% employer contribution, generous time off, and much more. Visit [www.lasclev.org/careers/overview](http://www.lasclev.org/careers/overview) for more information.

**To Apply:** Send a cover letter, resume and writing sample to: [careers@lasclev.org](mailto:careers@lasclev.org), listing "Writer" in the subject line of the email. Applications will be accepted until February 20, 2019 at 5:00 p.m. 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.*