

Job Description- Development Associate

Legal Council for Health Justice (Legal Council) seeks a Development Associate to work with our Development team and is responsible for supporting fundraising operations of the organization. This position reports to the Director of Development and Executive Director. The ideal candidate will be highly organized, detail-oriented, and an effective communicator committed to social justice. This position provides an excellent opportunity to gain experience in the tightly knit non-profit development sector in Chicago.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, seniors, LGBTQ+ and Veterans are welcomed and strongly encouraged to apply. Legal Council believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.

Founded in 1988, Legal Council is a non-profit law office that finds legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions.

Job Responsibilities

Data/Donor Management

- Maintain clean data and donor profiles in the donor database (CRM).
- Enter donations into the donor database in a timely manner.
- Generate gift reports.
- Draft thank you letters for donations using information in the donor database.
- Create donor lists for major giving campaigns (Giving Tuesday, End-of-Year Giving, Mid-Year Appeal, etc.)
- Establish procedures and policies for entering information into the donor database.

Website and Social Media

- Assist External Relations Manager in creating content for Legal Council's website, newsletter, and blog.
- Assist External Relations Manager in maintaining Legal Council's website to ensure information provided on the site is accurate and up-to-date. Update website systems regularly to ensure the security of the site.
- Help create and search for content to schedule on the social media calendar.
- Track latest digital trends in social media marketing and engagement.
- Maintain agency brand, voice, and tone on social media platforms in accordance with the agency's style guide.

Other

- Assist External Relations Manager with special events tasks upon request.
- Design graphics for the agency including creating invitations, social media promotion images, newsletter graphics, infographics, etc.
- Design branded templates for agency use including templates for PowerPoint presentations, infographics, brochures, and more.

Job Requirements:

- Bachelor's degree (or at least two years of work experience with nonprofit administration, grant writing, or fundraising);
- Strong written and verbal communication skills;
- Excellent organizational skills;
- Experience juggling projects with multiple deadlines;
- Experience with donor development/CRM software (specifically Raiser's Edge);
- Proficiency in Microsoft Office (specifically Word, Excel, and PowerPoint);
- Experience with Adobe Creative Cloud (Photoshop, Illustrator, InDesign) and Canva preferred;
- Familiarity (experience) working with national, governmental, and Chicago funders;
- Experience with WordPress, GoDaddy, and MailChimp is a plus.

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, racism and its consequences, public housing or other issues affecting our client population.

How to Apply: To apply, email a resume, compelling cover letter, writing sample, and two professional references to:

Adoley Jordan
Director of Development
job@legalcouncil.org

Salary: Salary is commensurate with experience (\$43,000 to \$50,000).