

Development Associate

Job Description

Legal Council for Health Justice (Legal Council) seeks a Development Associate to join on our three person Development team. This position will be responsible for supporting the fundraising operations of the organization and will report to the Senior Director of Development. The ideal candidate will be highly organized, detail-oriented, and an effective communicator committed to social justice. This position provides an excellent opportunity to participate on a team that will be based in a shared leadership model, and to contribute to establishing team practices. It is also an 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 accurate and up-to-date data and donor profiles in the donor database (Blackbaud Raiser's Edge NXT);
- Enter contributions into the database in a timely manner and coordinate the acknowledgement process, including drafting thank you letters;
- Generate revenue reports and summarize data;
- Create lists for development outreach, including for major giving campaigns (Giving Tuesday, End-of-Year Giving, Mid-Year Appeal, etc.), organizational communication, and event invitations;
- Establish procedures and policies for entering information into the donor database; and
- Coordinate with the Finance team to reconcile development and financial records.

Event Support

- Partner with the Senior Director of Development in the planning and execution of all Legal Council events;
- Project manage the silent auction/raffle for Legal Council's summer event, including creation of packages, coordinating solicitations, tracking responses, arranging delivery, and communicating progress;
- Facilitate the invitation and solicitation process for all events (including generating lists, creating materials, facilitating mailings, and tracking responses);

- Coordinate the logistics of events including catering, contracts, and additional vendors;
- Coordinate all aspects of event volunteer programs, including but not limited to staffing, recruitment, supervision, training and acknowledgment.

Other

- Manage all development files and materials to keep them confidential, organized and accessible;
- Participate on the institutional giving team to support staff working on grant applications and reports with content and data gathering, tracking deadlines, and submission;
- As needed, assist the Communications Manager to design graphics for the agency including invitations, social media promotion images, newsletter graphics, infographics, etc.
- As needed, assist Communications Manager in creating content for Legal Council's website, newsletter, blog, and social media channels;
- Take notes at Board Development Committee meetings;
- Other duties as assigned.

Job Requirements

- At least two years of work experience with nonprofit administration, or fundraising;
- Strong written and verbal communication skills;
- Excellent organizational skills;
- Experience handling projects with multiple deadlines and working across departments;
- Experience with donor development/Customer Relationship Management software (specifically Raiser's Edge);
- Strong ability to process and organize data and the ability to communicate about and summarize data;
- Proficiency in Microsoft Office (specifically Word, Excel, and PowerPoint);
- Experience with Adobe Creative Cloud (Photoshop, Illustrator, InDesign) and Canva preferred;
- Familiarity or experience working with national, governmental, and Chicago funders is a plus;
- Experience with WordPress, GoDaddy, and MailChimp is a plus; and
- Commitment to contributing to a workplace that deeply values engaging and operating with radical non-judgement, and working in collaboration and partnership that is built on trust and respect.

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 and compelling cover to:

Liesl Pereira
Senior Director of Development
job@legalcouncil.org

Salary: Salary is commensurate with experience (\$45,000 to \$55,000).

In addition to the salary range listed, Legal Council offers a comprehensive benefits package that includes major medical, dental and vision; Generous Holiday and Vacation Paid time Off; Sick Paid Time Off; Traditional 401k/Roth 401k with 2% employer non-elective match.

Employees are required to be in the office (17 N State Street, Suite 900, Chicago IL 60602) twice a week between Monday and Thursday.

All Legal Council staff must show proof of full COVID-19 vaccination or be granted a reasonable accommodation by the Executive Director due to a valid claim of a disability as defined by the Americans with Disabilities Act or a valid religious exemption pursuant to Title VII. Full COVID vaccination is defined as the two shot Moderna or Pfizer vaccine plus a booster or the Johnson & Johnson one-shot vaccine plus a booster.