

Job Description-Development and Communications Associate

Are you a passionate fundraiser and savvy communicator who wants to make a difference in people's lives? Legal Council for Health Justice is looking for someone like you to join our Development and Communications team. As Development and Communications Associate, you'll be at the heart of our mission—helping us tell our story, organize impactful events, and raise money to support the work that ensures health justice for all. You'll work closely with a dynamic team and have opportunities to grow, innovate, and advance your career within a shared leadership model that values every voice.

We're looking for someone who:

- Is highly organized and loves turning ideas into action.
- Communicates clearly, effectively, and with passion.
- Is detail-oriented and thrives on keeping things running smoothly.
- Is driven by a commitment to equity and social justice.

This role is a chance to join a supportive team, learn new skills, and play a key part in a mission that matters. If you're ready to take your talents to the next level and make a real impact, we'd love to hear from you.

About Legal Council for Health Justice

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. Legal Council's attorneys and legal advocates use a Medical-Legal Partnership model to provide legal services. We partner with safety-net hospitals, medical clinics, and social services agencies working with low-income communities to provide legal services.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, older adults, 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.

Job Responsibilities

Data Management and Development Functions (40%)

- Maintain accurate individual donor data in Little Green Light (LGL) by recording donations, generating mailing lists, and ensuring data hygiene;
- Manage donor acknowledgements, including drafting and sending thank-you letters;
- Produce revenue reports and summarize campaign results, donor trends, and key takeaways;
- Support fundraising activities such as executing appeal mailings, organizing campaigns in LGL, and tracking appeal progress;
- Collaborate with the finance team to reconcile monthly income

Communications (40%)

- Collaborate with the Chief External Relations Officer to manage social media: create, schedule, and curate content;
- Update Legal Council's website as needed;
- Write and coordinate blog posts, client stories, and monthly newsletter content;

Event Support (15%)

- Support the Chief External Relations Officer in planning and executing key Legal Council events, including the AIDS Run & Walk, Trivia Night, and Summer Soirée.
- Manage fundraising efforts for all events including tracking revenue, implementing fundraising strategies, and creating event visuals and communications
- Project Manage the silent auction/raffle for the Summer Soirée;

Other duties as needed (5%)

Characteristics and skills needed for the position

Required:

- Proficiency in graphic design and social media platforms (Canva, Instagram, Facebook, LinkedIn)
- Strong written and verbal communication skills with excellent organizational ability;
- Experience managing projects and collaborating across teams;
- 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); and
- Commitment to contributing to an equitable workplace that values trust and respect.

Preferred:

- 2+ years of experience in fundraising or nonprofit administration;
- Experience with donor development/Customer Relationship Management software;
- Familiarity or experience working with national and regional foundations; and
- Experience with WordPress, GoDaddy, and MailChimp.

Relevant experience includes not only paid or volunteer work 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.

Note: We know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.

How to apply

Email (no phone calls, please) a resume, compelling cover letter, and two professional references with the subject line "Development and Communications Associate" to: job@legalcouncil.org, Attn: Liesl Pereira, Chief External Relations Officer.

In your cover letter, Legal Council invites you to share how your lived experience impacts or enhances your qualifications for this position.

Salary

Salary is commensurate with experience \$50k - \$55k.

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 downtown Chicago office two days each week, and may work remotely for three days.

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.

Submission Deadline

The position is open until filled.