

Legal Aid Society of Palm Beach County, Inc.

Employment Opportunity

Position Title: Development Associate

Department: Development

Reports To: Development Director

Status: Full Time, Non Exempt

Position Description

The Development Associate is a full time professional who will provide administrative and organizational support to both the Director of Development and the Executive Director of the Legal Aid Society (the Legal Aid Development Team), to help raise unrestricted funds for the Legal Aid Society, by managing our database donor tracking system, by working closely with the Development Team to increase the number of participants in our Annual Campaign, by helping to plan and implement fundraising events and by helping to create additional positive relationships and partnerships in the community.

Position Responsibilities

1. Manage the agency's donor database management and mobile fundraising systems (at present, Donor Pro and Mobile Cause), focusing on attention to detail, accuracy and updating donor records for our year long Annual Campaign for Equal Justice, sponsorship and underwriting for special events and general donations. Create acknowledgement letters for donors of all types, coordinate mailings and create reports.
2. Responsible for creating and providing acknowledgement letters for donors of all types, coordinating mailings, (including bulk mailings) invoicing sponsors and creating reports.
3. Respond to inquiries and requests from donors and the community as it relates to contributions.
4. Assist in designing and producing printed materials (newsletter, campaign collateral, event invitations, presentations and ads). Ensure that all material is of high quality, reflects the organization's goals, and is delivered on time.
5. Assist with development and implementation of online communications strategy, including developing and maintaining website content, social media platforms and other marketing efforts
6. Work as a member of the Development Team by participating in special event planning and implementation, attending necessary committee meetings and engaging prospective sponsors.
7. Assist Director of Development with event management by organizing and keeping track of guest lists, ticket sales, etc.
8. Other duties as assigned by the Director of Development.

Qualifications

1. The incumbent must have an appropriate combination of education and nonprofit experience to perform essential duties, especially in database management software and should be willing to learn new computer software/programs if necessary. Experience with Donor Pro or other

fundraising/donor management based software that is easily transferable to Donor Pro is preferred.

2. The ideal candidate will be required to have a B.A. or B.S. in a related field, and, at least 3 years of non-profit development experience, preferably local. Fundraising/donor database management experienced is required.
3. Experience with event planning and participation would be an asset.
4. Extensive knowledge of computer systems for word processing, electronic mail, data entry and electronic data transfer. Excellent keyboarding skill, spelling, grammar and communication skills.
5. Experience with organizational communications on social media platforms, including Facebook, YouTube, Twitter, LinkedIn and others would be appreciated.

Please send cover letter with salary requirements and resume by Friday, December 16, 2016 to [hr@legalaidpbc.org](mailto:hr@legalaidpbc.org). EOE, ADA