



## **DEVELOPMENT ASSOCIATE**

### **APPLICATION DEADLINE**

Review of candidates will begin immediately and continue until the position is filled.

### **ABOUT LEGAL SERVICES FOR CHILDREN**

Founded in 1975, Legal Services for Children (LSC) is one of the country's first non-profit law firms dedicated to providing free legal representation and social work services to children and youth. Our mission is to provide free representation to children and youth in need of legal assistance to stabilize their lives and realize their full potential. Through a holistic team approach that combines legal advocacy and social work services, LSC empowers clients by actively involving them in the critical decisions that impact their lives. LSC uses this model to achieve safety, stability, educational success, and freedom from deportation for our clients.

LSC operates with a \$3.3 million budget and a staff of 29. LSC leverages its in-house attorney resources with a pro bono panel of over 100 attorneys from the Bay Area's private bar. The organization is governed by an active and supportive Board of Directors.

Please note that due to COVID19, some employees at Legal Services for Children (LSC) are working remotely but with options and expectations to come into the office when necessary. LSC is currently working on a gradual return to office plan. Once the office more fully reopens, on September 1st, this position is eligible for a hybrid schedule, with some days each week of remote work.

This position is in a bargaining unit represented by IFPTE Local 20.

*To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.*

### **ABOUT THE POSITION**

Reporting to the Director of Development, the Development Associate is a member of a small development team who works both independently and collaboratively to formulate and implement strategies to retain existing donors and attract new ones. The Development Associate will support the program's cultivation and fundraising events, annual appeal, and other development strategies.

#### **Primary Duties:**

- Plays a lead role in the planning and execution of fundraising events, including an annual spring reception of 300 guests
- Coordinates the annual appeal and other donor communications, including writing copy, mail-merging, printing, and formatting digital mailings
- Assists Executive Director, Development Director, Board of Directors, and Event Committee in identification, cultivation, solicitation and stewardship of individual and corporate donors

- Manages the donor database (EveryAction), gift processing, donor acknowledgement, and preparation of donor reports
- Reconciles finances with accounting staff to ensure consistency between the donor and accounting systems
- Assist the Pro Bono Director with recruitment of volunteer attorneys and help maintain connections with law firms
- Coordinates quarterly board meetings and takes minutes
- Assist with LSC's communications; including e-newsletters and social media presence via Facebook and other outlets
- Fulfills special projects as needed and assigned by the Development Director

### **Qualifications:**

#### *Required*

- Bachelor or Associate's degree and/or two years of prior database and development experience
- Go-getter attitude that can work independently and as part of a team
- Outstanding written and verbal communication skills
- Detail oriented and excellent time management skills
- Demonstrated ability to think strategically, problem solve, and manage multiple tasks on tight deadlines

#### *Preferred*

- Comfortable with being the point person for individual donors, board members and event committee members
- Experience with databases and Microsoft Office
- Experience managing or supporting fundraising events
- Graphic design experience a plus
- Knowledge of issues related to youth, education, immigration, and racial justice a plus.

### **Salary & Benefits:**

Salary is commensurate with experience, ranging from \$51,000-58,000. Benefits include fully paid health insurance for employees and partially paid for child dependents (medical, dental and vision), retirement contribution, as well as pre-tax on qualifying FSA and transit expenses. LSC's dedicated staff team enjoys generous paid leave (vacation, sick, holiday, and sabbatical) and a casual, fun and collegial work environment in a fiscally stable organization.

### **APPLICATION PROCESS**

Please send cover letter and resume to [jobs@lsc-sf.org](mailto:jobs@lsc-sf.org) with "Development Associate" in the subject line. In your cover letter, please address the following in order for your application to be considered:

LSC's clientele is extremely diverse, and the majority of our clients are low income youth of color. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.