



## **DEVELOPMENT ASSOCIATE**

### **Job Summary:**

Chicago Lawyers' Committee for Civil Rights seeks a Development Associate to help grow our annual giving program that includes special events and contributions from individuals, corporations, law firms, and foundations. This job is an ideal opportunity for someone with a passion for fundraising to advance civil rights and racial equity. The Development Associate will report directly to our Chief Advancement Officer and will also coordinate with our Communications Director to strengthen our marketing and build our brand and visibility.

### **Our Organization:**

Founded in 1969, Chicago Lawyers' Committee for Civil Rights works to secure racial equity and economic opportunity for all. We provide legal support through partnerships with the private bar and collaborate with grassroots organizations and other advocacy groups to implement community-based reforms. We have a diverse staff of 19 and a 21-member board that includes leaders from law firms, corporations, government, and philanthropy. Racial equity is central to our external advocacy, along with our internal operations. Chicago Lawyers' Committee has achieved significant litigation and policy reform victories throughout our history with support from over 40 member law firms. Pro bono partnerships are central to our business model and delivery of legal assistance.

### **Duties/Responsibilities:**

#### Annual Giving

- Manage and maintain Customer Relationship Management (CRM) database, including data entry and upkeep, data analysis, and producing reports for board and staff
- Assist Chief Advancement Officer and Executive Director in "moves management" to increase individual giving
- Steward donor relationships via gift acknowledgements, pledge tracking, etc.

#### Special Events

- Help plan and implement annual gala and other special events
- Manage logistics, ticket sales, guest lists, and other event details

#### Young Leaders' Network

- Play key staffing role in organizing and growing this cross-sector network of young professionals
- Lead efforts to launch a low-dollar fundraising initiative, including social media
- Assist other staff in planning community education events and social events

### Prospect Research and Cultivation

- Identify foundation and donor leads by conducting prospect research
- Manage foundation grant calendar by tracking due dates and deadlines, coordinating with the appropriate staff to ensure grant applications and reports are submitted in a timely fashion

### Strategic Communications

- Help with donor communications and marketing, including newsletters, story collection, email updates, social media updates, and solicitations
- Assist Communications Director with website updates and content creation/management

### **Required Skills/Abilities:**

- Strong written and verbal communication skills
- Detail oriented, strong organizational skills
- Tech savvy with strong skills in database management and Excel
- Proven ability to meet deadlines and work both independently and in a collaborative team environment
- Demonstrated commitment to and competency around diversity, equity, and inclusion

### **Education and Experience:**

- Bachelor's degree
- At least two years of paid or volunteer experience in nonprofit fundraising, marketing, and/or customer service or sales
- Experience with constituent relations management systems preferred

**Salary/Benefits:** Salary range \$40,000 to \$50,000, dependent on experience. Chicago Lawyers' Committee offers a generous package that includes medical, life and dental insurance, paid leave, participation in a retirement savings program, and other benefits.

**To Apply:** Please send cover letter and resume to: Elesha Jackson, Director of Administration, [ejackson@clccrul.org](mailto:ejackson@clccrul.org). Please, no telephone inquiries.

CANDIDATES ARE ENCOURAGED TO APPLY BY MARCH 30, 2020.

*Chicago Lawyers' Committee for Civil Rights is an Equal Opportunity Employer. We value a workplace that is diverse in race, gender identity, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.*