

## LEGAL MOMENTUM DEVELOPMENT ASSOCIATE

Become part of Legal Momentum's trailblazing legal advocacy for the physical and economic security of our nation's women and girls – from the pioneering and continued championing of VAWA and its reauthorizations to the fierce guardianship of Title VII and IX and so much more. The best way to protect women's and girls' rights is through the law.

**DEVELOPMENT ASSOCIATE:** Opportunity for professional growth and career enhancement for development and communications and non-profit professionals at the early stages of their careers. Join the development team of the nation's first legal defense and education fund for women for over 50 years.

### POSITION RESPONSIBILITIES:

#### DEVELOPMENT RESPONSIBILITIES (80%):

**Direct Appeal/Annual Giving:** assist the Director of Development in drafting of appeals and response materials, follow-up messages and response analysis, and manage scheduling.

**Stewardship:** work with the Director of Development to engage with donors, manage commitment in all cases to respond to donor requests within 48 hours.

**Grants:** work with and support the efforts of the organization's grant writing process, maintain grants schedule and ensure development department management of grant deadlines.

**Special Events:** assist the Director of Development with the execution of Legal Momentum's signature events.

**Gift Processing:** processing of gifts/contributions is a primary responsibility of the Development Associate position, from overseeing cash receipts to interfacing with the finance department system to Raisers' Edge NXT data entry function to data quality control.

#### ADDITIONAL COMMUNICATIONS RESPONSIBILITIES (20%):

**Website:** manage blog postings, manage event registration pages, maintain mailing lists and front page of website, develop and post new active and engaging content, update existing content, troubleshoot technical issues, update graphics, renew and update domain registrations.

**Public Relations:** issue press releases (write/edit, email, post to website), respond to/follow up on press inquiries, monitor media for mentions of Legal Momentum, maintain press contact list.

**Consultants:** serve as the liaison to communication consultants and Branding, Communications & Training Committee of the Board.

**Email Blasts:** issue all blast emails including news releases, newsletters, event invitations, and fundraising appeals and track and report email blasts, opens/click throughs, social media stats, and website traffic.

### QUALIFICATIONS:

Creative thinker with a distinctive voice.

Strong writing, project, and time management skills.

Excellent proofreading skills with exceptional attention to detail.

Strong people skills to enable the associate to interact with donors and board members and senior executives.

Experience building and maintaining a robust follower base across all major social media platforms.

A minimum of three years of development and/or communications experience in the non-profit sector desirable.

Adept in MS Office Suite and Raiser's Edge NXT database. Proficiency with Microsoft Office (Excel, PowerPoint, Word).

**EDUCATION REQUIRED:** 4-year degree required

**PROFESSIONAL EXPERIENCE:** Professional

**JOB FUNCTIONS (Up to 5 Functions):** Administrative; Database Administration; Development/Fundraising; Program Management; Communications.

**SALARY:** \$49,000 - \$55,000 commensurate with experience; generous benefits

**ADDITIONAL SALARY DETAILS:** This associates level position offers room to grow to managerial level commensurate with performance and development department attaining its 50th Anniversary growth goals.

**BENEFITS:** Legal Momentum offers to its full-time employees health and commuter benefits, 401K investment options, flexible in-office/remote work schedules, generous vacation package and additional benefits.

**APPLICATION DEADLINE:** September 30, 2022

**URL:** [www.legalmomentum.org](http://www.legalmomentum.org)

**EMAIL:** [cwilliams@legalmomentum.org](mailto:cwilliams@legalmomentum.org)

**INSTRUCTIONS:** Please forward your cover letter, resume and any writing or other samples you wish to provide through [idealist.org](http://idealist.org) or by email to Legal Momentum Director of Development, Crystal Williams [cwilliams@legalmomentum.org](mailto:cwilliams@legalmomentum.org).

**LOCATION:** 32 Broadway, Suite 1801, New York, NY 10004

Legal Momentum is an equal opportunity employer and encourages applications from all qualified candidates, regardless of gender, race, color, religion, national origin, or sexual orientation.