

Job Posting
Legal Momentum DEVELOPMENT ASSOCIATE

Legal Momentum Development Associate

Opportunity for professional growth and career enhancement for development 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 on its 50th Anniversary growth trajectory.

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 girl's rights is through the law.

Located on the "Canyon of Heroes and SHEroes" on Broadway NYC in front of Wall Street's famous "Charging Bull" Legal Momentum is located at the heart of the world's largest economy, fiercely protecting women's economic and physical security. On the top floor of its historic building, Legal Momentum's legal and support teams enjoy recently refurbished office space, new work stations and numerous windows out onto Wall Street's architecture. Legal Momentum is proud of its highly diverse staff team and its dedication to individual team member life balance needs including flexible in-office/remote schedules, competitive pay and excellent benefits.

POSITION RESPONSIBILITIES:

- I. **Gift Processing** The processing of gifts/contributions is the "first do" primary responsibility of the Development Associate position from overseeing cash receipting to interfacing with finance department system to Raisers' Edge data entry function to data quality control.
- II. **Direct Appeal/Annual Giving** The Development Associate will assist Director of Development with the scheduling and drafting of appeals and response materials, follow-up messages and response analysis.
- III. **Special Events** The Development Associate will assist Director of Development with the execution of Legal Momentum's signature events.
- IV. **Stewardship** The Development Associate will engage donors as directed by the Director of Development and/or the Chief Strategic Officer and SVP of Development and Communications, in addition to when applicable and in all cases responding to donor requests within 48 hours.
- V. **Grants** The Development Associate will work with and support the efforts of the Chief Strategic Officer and SVP Development and Communications in managing the grant writing process including but not limited to maintaining grants schedule and ensuring development department management of grant deadlines.

QUALIFICATIONS:

The Development Associate will need to have a minimum of three years of development experience in the non-profit sector, demonstrate high-level writing ability and proofreading skills with high attention to detail. In addition, the Development Associate needs to be adept in MS Office Suite and Raiser's Edge database while also possessing the people skills necessary to interact with donors as well as people at all levels of the organization. Finally, the Development Associate must have the ability to work with confidential information. B.A. or equivalent degree is required. Legal Momentum is an equal opportunity/affirmative action employer.

EDUCATION REQUIRED: 4 year degree required

PROFESSIONAL EXPERIENCE: Professional

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

SALARY: Minimum \$40,000 Maximum \$46,000

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: October 18, 2019

JOB EXPECTED TO START: November 15, 2019

URL: www.legalmomentum.org

EMAIL: cwilliams@legalmomentum.org

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

LOCATION: 32 Broadway Suite 1801 NYC, NY 10004