



Neighborhood Legal Services
of Los Angeles County

JOB ANNOUNCEMENT: Development Associate December 2021

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact the poor. These services include litigation, providing training and technical assistance, and community education.

Position: Development Associate

Availability: Availability is Immediate.

Salary: Salary starts at \$62,400 commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, loan reimbursement, bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

Duties and Responsibilities: Reporting to the Vice President of Development & Marketing, the Development Associate will be part of a team of three people who are responsible for supporting the organization's annual fundraising goals. Specifically, the Development Associate will be responsible for: maintaining donor databases (Salsa CRM and Salsa Engage), writing correspondence, updating electronic and paper files, overseeing donor mailings, assisting with special events, researching grant opportunities, drafting grants, proofreading, contributing positively to the internal culture of philanthropy, and donor relations.

Specific Duties Include

DATA ENTRY AND DONATION PROCESSING:

- Primary point person for updating, adding, deleting, and maintaining donor and prospect constituent records (Salsa Engage and Salsa CRM)
- Codes and tracks general donations, tributes, and workplace gifts in donor database
- Responsible for gift entry process: saving checks and uploading to donor records, liaising with Fiscal, and Executive Office, coding contributions to accurate appeal, drafting, getting signed, scanning, uploading, and mailing acknowledgements
- Monitors and tracks online transactions (sign-ups, profile updates, donations, and event registrations) from online registration/giving systems, ensuring duplicate records are merged
- Regularly import volunteers and code to pro bono and other volunteer groups
- Assist with creation of donor lists and other gift queries and database reports as needed, including donation reports by year, fund, appeal, group, etc.

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chey Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

A PROJECT FUNDED BY
 America's Partner
for Equal Justice
LEGAL SERVICES CORPORATION

- Manage all donation-related paperwork and maintain organized filing systems

DONOR RELATIONS:

- Prepare acknowledgement letters and other correspondence
- Answer phone and email inquiries regarding donations and event registrations
- Assist with campaigns and initiatives to increase funding through direct marketing efforts
- Monitor Development Department email for donor inquiries and route accordingly
- Support Executive Office and Pro Bono team with preparing and mailing stewardship and cultivation items for volunteers, VIPs, donors, and board members
- Maintain and update NLSLA's profile on Charity Watchdog sites such as BBB and Guidestar
- Liaise with Finance to oversee State charitable registrations

MAILINGS & MAIL LIST MAINTENANCE:

- Perform database maintenance and clean-up projects to improve data integrity and database performance
Perform mail merges and assist with all solicitations and other event-related mailings

SPECIAL EVENTS:

- Assist with planning and logistics coordination of special events
- Partner with Marketing Coordinator to create and maintain online event registration system. Act as a first point of contact for support
- Maintain invite lists and guest lists, gather and prepare registration materials and other duties as assigned for fundraising events
- Keep track of all gifts designated to special events and ensure acknowledgements are customized for events
- Prepare media materials for distribution
- Attend event committee meetings as needed
- Attendance at special events is required and may require occasional evening or weekend work

GRANT RESEARCH, WRITING, & REPORTING

- Support the VP of Development & Marketing in researching private and corporate grant opportunities, prioritizing unrestricted funding
- Organize electronic files in order to be able to easily access financial documents and organizational marketing collateral routinely shared with funders
- Keep track of grant and reporting deadlines and support VP of Development & Marketing in meeting them
- Assist with drafting and proofreading grant requests
- Liaise with advocates, Fiscal, and Executive Office to access information, documents, and get approvals required to submit grants
- Enter final grants into grantor portals, keeping track of submissions, organizational passwords, and contact information
- Enter grantor into Salsa as well as supporting documentation
- Prepare grantor acknowledgements, overseeing signing and mailing documents

OTHER DUTIES AS ASSIGNED

Qualifications:

- Four-year college degree
- At least one year's experience in a fundraising environment
- Ability to juggle multiple projects and meet deadlines
- Excellent writing and editorial skills
- Professional phone and written skills
- Great attention to detail
- Creative and collaborative
- Sense of humor and joyful
- Experience with CRMs a plus

COVID-19 vaccination is required, which is a condition of employment. Reasonable accommodations will be considered. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request via email to employment@nlsla.org

About NLSLA:

Neighborhood Legal Services of Los Angeles County (NLSLA) is a steadfast advocate for individuals, families, and communities throughout Los Angeles County. Through a combination of direct representation, impact litigation, policy advocacy, and community education, NLSLA works to reduce the effects of poverty in Los Angeles' low-income communities, support the development of opportunities for individuals and families to move themselves out of poverty, and protect and enforce the legal rights of poor people by ensuring access to our health and justice systems.

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most comprehensive public interest law firms in California, with a staff of 160+, including 75+ attorneys. NLSLA staff are based in four program offices (Glendale, Pacoima, El Monte and Boyle Heights), courthouses and healthcare centers throughout Los Angeles County. The program's operating budget for 2022 is projected to surpass \$23 million.

Each year NLSLA provides free legal assistance to more than 100,000 individuals through innovative projects that expand access to justice. NLSLA attorneys specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice involved adults and youth, education rights, and employment and training.

To apply:

Forward cover letter, resume, and writing sample to (no phone calls):

Applicants should send a cover letter, resume, and writing sample to:

Lambreni Waddell, Chief of Staff & Interim Director of Human Resources

Neighborhood Legal Services of Los Angeles County

1102 E. Chevy Chase Drive

Glendale, CA 91205

Fax: (818) 291-1790 E-mail: employment@nlsla.org

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.