



Development Associate

Change Lives and Transform Communities – Join Our Development Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

The Development Associate plays a key role in supporting NLSLA's fundraising efforts and operations. This position is well-suited for a detail-oriented and collaborative team player who thrives behind the scenes. The Associate is responsible for maintaining and updating donor databases (DonorPerfect and Constant Contact), drafting donor correspondence and communications, organizing electronic and paper records, managing donor mailings, supporting special events, and researching potential grant opportunities. This role also contributes to fostering a collaborative, donor-centered culture of philanthropy.

In this role, you would report to the Development Manager. This position is exempt.

What You'll Do

DATA ENTRY AND DONATION PROCESSING:

- Primary point person for updating, adding, deleting, and maintaining donor and prospect constituent records (DonorPerfect CRM)
- Codes and tracks donations in donor database
- Responsible for gift entry process: saving checks and uploading to donor records, liaising with the Fiscal team 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
- Assist with creation of donor lists and other gift queries and database reports as needed, including donation reports by year, fund, appeal, group, etc.
- 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
- Maintain and update NLSLA's profile on Charity Watchdog sites such as Charity Navigator, Guidestar, and the Better Business Bureau

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
- Support with direct mail and email campaigns

SPECIAL EVENTS:

- Assist with planning and logistics coordination of special events
- Partner with Marketing Specialist 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
- 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 Development Manager in researching and drafting private and corporate grant opportunities, prioritizing unrestricted funding
- Keep track of grant and reporting deadlines and support Development Manager in meeting them

- Enter final grants into grantor portals, keeping track of submissions, organizational passwords, and contact information

COMMUNICATIONS:

- Provides support for communications initiatives, including help with social media platforms and the development of outreach materials

OTHER DUTIES AS ASSIGNED

What You'll Need

- Bachelor's degree in a related field (or equivalent combination of education and relevant professional experience)
- Minimum of three (3) years' professional experience in a fundraising environment or related field
- 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

Bonus Points If You

- Have experience with CRMs

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$70,000–\$95,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Exempt employees are eligible for compensatory time in accordance with company policy.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.

- 403(b) retirement plan with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included and is afforded the respect and dignity they deserve.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the

responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

NLSLA's Commitments

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower communities.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.