



DEVELOPMENT ASSOCIATE

Job Summary:

Chicago Lawyers' Committee for Civil Rights (CLC) seeks to hire a Development Associate to help grow our resources and donor base. This job is an ideal opportunity for someone with a passion for fundraising to advance civil rights and racial equity. Under the direct supervision of the Director of Development, the Development Associate supports all aspects of fundraising for the organization. The Development Associate supports CLC's long-term fundraising plans that include increasing individual & corporate giving, organizing fundraising and social events, and expanding grant opportunities.

Our Organization:

Founded in 1969, we are Chicago's leading nonprofit civil rights legal organization. Our mission is 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 solutions that advance civil rights. Our core practice areas are Education Equity, Equitable Community Development and Housing, and the Midwest Voting Rights Program. We also have a transactional legal program that builds the capacity of nonprofits and small businesses, along with a Settlement Assistance Program.

Our robust pro bono program features one of the largest and most diverse offerings of volunteer opportunities in the city. We have a diverse staff of 20 and a 23-member board of directors that includes leaders from law firms, corporations, government, and philanthropy. Through our law firm membership model, over 40 member firms make annual financial contributions and provide pro bono legal support.

Duties/Responsibilities:

Data Management and Analysis, Gift Processing and Stewardship

- Maintain timely gift processing and data management within CRM platform
- Generate periodic (standard and ad-hoc) fundraising analytic reports, including performance against goals and projections
- Ensure database integrity, maintaining a high level of detail-oriented accuracy within CRM platform
- Compose timely gift recognition and acknowledgements
- Schedule and call and/or attend donor visits

Annual Giving

- Help develop Annual Fund campaign messaging to reach individuals, law firms and corporate donors
- Help create year-round fundraising campaigns and appeals

Events

- Assist with all fundraising/social event planning and execution (e.g., annual gala, board events, stewardship events, etc.)
- Assist with securing donations & sponsorships for annual gala and smaller fundraisers and events

Grant Writing and Management

- Research and identify potential grant opportunities
- Assist with grant proposal and report submissions, including LOI/grant writing, grant tracking and complete grant-cycle coordination
- Staff site visits to educate funding community on organization's work

NextGen Leadership Council

- Organize and grow this cross-sector network of young professionals.

Prospect Research

- Based on donor data, help identify major/mid-level gift prospects, and make recommendations for potential moves management
- Streamline reporting on donor prospects and moves management in CRM platform

Other

- Perform all other duties as assigned by the Director of Development

Required Skills and Abilities

- Demonstrated oral and written communication skills
- Excellent interactive, soft people skills
- Excellent networking skills
- Grant writing skills
- Excellent computer skills with all Microsoft office programs and CRM platforms
- Working knowledge of social media tools (Facebook, Twitter, Instagram)

Education and Experience

- Bachelor's degree and 2+ years of work experience in nonprofit Annual Giving, Foundation/Corporate solicitations, and/or Events
- Grant writing experience highly desired
- Experience with Mail Chimp and Little Green Light is a plus
- Experience with donor platforms, Adobe Acrobat, and Canva a plus

Salary and Benefits

The salary range for this position is \$50,000-\$65,000 depending on experience. Generous benefits package includes PTO and paid leave; health, dental, and vision plans; employer-provided life and disability insurance; participation in a retirement savings plan; and 1-month sabbatical after 6 years of full-time employment. Chicago Lawyers' Committee is a hybrid workplace, and the Development Associate can expect opportunity for both remote and in-office work but must be based in the Chicagoland area and available for regular in-person work at CLC's downtown office as established by organizational policy.

To Apply:

Please e-mail a cover letter and resume to: Elesha Jackson, Director of Administration, ejackson@clccrul.org. Please, no telephone inquiries. **CANDIDATES ARE ENCOURAGED TO APPLY BY March 25.**

Chicago Lawyers' Committee for Civil Rights is an Equal Opportunity Employer. We prioritize equity and inclusion in our organizational culture and hiring, and value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, service in the military or other identify factor.