Development Assistant – White Plains, NY- Legal Services of the Hudson Valley

http://www.lshv.org

Date Posted: 5/5/2021
Job Type: Development Assistant- White Plains, NY
Schedule Type: Full-Time

Overview

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.

Job Description

Legal Services of the Hudson Valley (LSHV) has an immediate opening in our White Plains office for a Development Assistant responsible for providing administrative support to LSHV's Development team which manages the organization's private fundraising and communications efforts. The Development Assistant reports directly to the Chief Development Officer and is a full-time, non-exempt position (currently remote hybrid model).

Responsibilities include but are not limited to:

- Assist the Development Team in the completion of all department goals and objectives.
- Managing the Development Department's database, which includes:
    - The data entry of all constituent information to ensure the integrity for each record;
    - The processing all donations and payments, as well as invoices;
    - The generation of regular and timely financial reports for key staff to review;
    - The generation of contact lists for use in fundraising and communications mailings/emailing's and the like.
- Interacting with the Accounting Department in monthly reconciliation, gift adjustments, and the like.
- Maintaining event financial budgets and attendee information, as well as all records and details assigned.
- Assist with research potential donors and foundations using various resources.
- Participating in donor stewardship efforts in person, via phone, email, or other form of communication as needed to support the Department's efforts.
- Assisting with the maintenance of organization's website, social media, MailChimp and other Communications platforms as needed and assigned.
- Attending and supporting LSHV events as needed and assigned.
- Maintain various lists including, media contacts, government and community leaders for outreach and social media advocacy purposes, vendor list and contacts.
- Assist the Development Team in the completion of all department goals and objectives.

- Assist with the distribution of communication and marketing materials including press releases, email campaigns, newsletters, press kits, informational pieces, brochures, annual report and the like.

Qualifications

- College degree and/or 1-3 years Development experience, preferred.
- Strong knowledge of database management and computer proficiency. Donor Perfect database expertise, a plus.
- Excellent analytical and problem-solving skills, as well as a meticulous attention to detail and ability to prioritize workload and to meet deadlines.
- Strong written, verbal and interpersonal skills.
- Flexible team player, willing to work occasional evenings.

Salary: DOE, with excellent benefits

Compensation: $43k-$45k

Please apply at our career center and include cover letter, resume, and three references:

Legal Services of the Hudson Valley- Development Assistant, White Plains, NY

"I treasure the opportunity to work with colleagues whom I respect and admire. It is an honor to work at Legal Services of the Hudson Valley. With every court appearance, every client meeting, every negotiation with opposing counsel, every brief I submit, I take great pride in promoting justice, leveling the playing field for our clients and advocating with every fiber of my being for our clients." LSHV Staff Attorney