



Posting Date:	6/15/10	Closing Date:	9/13/2010
Job Title:	Associate Director, Institutional Giving	Job Reference Code:	ADMIN-2010-004

MAJOR PURPOSE OF POSITION

The Legal Aid Society of New York has been supported for over 100 years by the leading law firms in New York City and raises upwards of \$12 million annually from the legal community. The Society's Development Department seeks qualified individuals to plan and execute short and long term strategies to build new support from foundations, corporations and major donors. By engaging thoughtfully with these new communities and expanding our outreach, the Society seeks to increase fundraising revenue by \$10 million in subsequent years.

ESSENTIAL DUTIES/RESPONSIBILITIES

Senior development staff member responsible for developing and executing a programmatic fundraising strategy for the Society. In partnership with the Director of Development, the Associate Director will help design a case for support for significant program areas for the Society's Civil Practice from institutional funders (foundations, corporations and government agencies) and execute the cultivation and stewardship of these donor relations. S/he will also consult on programmatic fundraising for major gifts from individuals. The Associate Director plays a leading role in all front-line fundraising activities including direct solicitation of foundations and individuals. S/he will identify funding opportunities, write proposals and reports, oversee prospect research and galvanize Legal Aid attorneys and staff to assist in fundraising activities. Supervises Development Associate and Development Coordinator.

- The Associate Director will assist the Director of Development in building a case for support and create annual and long-term development strategies with an emphasis on programmatic fundraising.
- Cultivate, Solicit and Steward a portfolio of foundation and in some cases, individual prospects.
- Research and identify appropriate and likely sources of institutional funding.
- Work across departments with other staff, especially from the Civil Practice in order to determine funding needs, scope, and feasibility of projects.
- Oversee the execution, editing and delivery of all grant applications with understanding of specific funders' application guidelines.
- Solicit the participation of members of the Civil Practice in the preparation and writing of all major grant applications.
- Prepare timely progress reports and develop a timeline for projects.
- Acquire thorough knowledge and understanding of the Society's history, mission, goals, and programs in order to best shape grant applications.
- Review budgets of projects/programs for which funding is sought
- Supervise Development Coordinator's preparation, assembly, and timely delivery of proposals and reports.
- Supervise Development Associate's prospect research.
Provide effective and thoughtful stewardship.

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

- Ability to communicate effectively and persuasively; exhibit confident expository writing skills with a high-level command of grammar, style, and spelling.
- Experience in front-line fundraising solicitation, stewardship, donor recognition, prospect research, grant proposal writing, gift administration and development policies and procedures.
- Strong organizational skills and ability to manage multiple complex projects concurrently, often working under the pressure of deadlines.
- Ability to work independently or collaboratively, depending on the project.
- Ability to establish and maintain effective working relationships internally and externally.
- Sound understanding of budgeting for programs;
- Ability to effectively supervise the work of others.

HOW TO APPLY

If you wish to be considered for a position, submit a cover letter and resume to the contact person listed below. In addition, please include the Job Reference Code in all correspondence.

Contact Person:	Preeti Davidson	E-mail:	PDavidson@legal-aid.org
Contact #:	(212) 577-3425	Fax #:	(646) 616-4925

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.