



Posting Date:	1/10/12	Closing Date:	1/30/12
Job Title:	Assistant Director of Development	Job Reference Code:	ADMIN-2011-001

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 \$20 million annually from Law Firms, foundations, corporations and individuals. The Society's Development Department seeks qualified individuals to plan and execute short and long term strategies to build new support from major donors, foundations and corporations. In order to increase contact with donors and prospects and to increase revenue by prioritizing front-line fundraising, as part of a reorganization of the Department, the Development Department is in need of an Assistant Director. By engaging thoughtfully with these communities and expanding our outreach, the Society seeks to increase private fundraising revenue by 10% per year over the next five years.

ESSENTIAL DUTIES/RESPONSIBILITIES

The Assistant Director is the team member responsible for both front-line fundraising and management of day-to-day operations of the department including but not limited to Direct Mail, Development Website, Online Giving and Social Media Programs, Database Administration, Reporting and Gift Accounting. The Assistant Director is responsible for identifying, cultivating, soliciting and stewarding a portfolio of prospects including individuals (from Law Firms, Finance, Hedge Funds, other professional groups), foundations and corporations. Supervisory responsibilities include direct supervision of the Development Coordinator and Development Assistant for Gift Accounting.

SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

TRAINING AND QUALIFICATIONS

Minimum 5-7 years related experience with a successful record of accomplishment. Achievement in front-line fundraising, securing major gifts is preferred. Previous management responsibility and experience with best practices in Development is a plus. Position requires a clear, innovative thinker and an excellent writer who is able to recognize and strategically act upon connections between donors, funding opportunities and the priorities of the Society. The successful candidate will be efficient, collegial, a self-starter, a team-player and have great respect for working on behalf of indigent New Yorkers.

S/he will demonstrate outstanding interpersonal, oral, and written communication skills and be skilled at developing, writing and presenting cases for support. B.A. degree required, preferably in Liberal Arts.

- Track record of success in front-line fundraising solicitation, stewardship, donor recognition, prospect research, grant proposal writing, gift administration and development policies and procedures.
Ability to communicate effectively and persuasively with groups and individuals;
- Excellent expository writing skills with a focus on learning and reinforcing the Society's brand.
Excellent organizational skills and ability to manage multiple complex projects concurrently, often

working under the pressure of deadlines.

Ability to work independently or collaboratively and delegate effectively.

Ability to establish and maintain effective working relationships both internally and externally.

- Sound understanding of budgeting for programs.
- Ability to effectively mentor, train and supervise the work of others.

HOW TO APPLY

If you wish to be considered for this position, submit a cover letter and resume to the contact person listed below.

Contact Person:	Preeti Davidson	E-mail:	Pdavidson@legal-aid.org
Contact #:	N/A	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.