



Posting Date:	1/17/12	Closing Date:	1/30/12
Job Title:	Development Assistant	Job Reference Code:	ADMIN-2011-003

### 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. As part of a reorganization of the Department, the Development Department is in need of a Development Assistant. 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 Development Assistant is responsible for gift entry, accounting and acknowledgments. S/he reports to the Assistant Director of Development and works closely with the Development Coordinator on all matters related to gift accounting and reconciliation with the Finance Department. S/he is also responsible for weekly and timely giving reports as well as ad hoc reporting from the Raiser's Edge Development Database. The Development Assistant handles purchasing and other administrative duties as assigned such as daily department support and support during fundraising events.

Minimum 2 years related experience. Position requires knowledge of database systems. Training and proficiency in Raiser's Edge is preferred. 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 good interpersonal, oral, and written communication skills. B.A. degree preferred.

### SECONDARY DUTIES/RESPONSIBILITIES

- Other duties as assigned

### TRAINING AND QUALIFICATIONS

- Adept at database administration and reporting with a willingness to learn new systems and participate in training to advance his/her skills.
- Must possess solid and oral communication and be able to interface with management and staff at all levels.
- Strong organizational skills and ability to manage multiple complex projects concurrently, often working under the pressure of deadlines.  
Ability to work independently or collaboratively as a proactive team player, willing and able to assist as needed.

**HOW TO APPLY**

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

<b>Contact Person:</b>	Preeti Davidson	<b>E-mail:</b>	Pdavidson@legal-aid.org
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<b>Contact #:</b>	N/A	<b>Fax #:</b>	(646) 616-4925
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**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.**