



Consultant Opportunity

Prospect Researcher

SUMMARY

Legal Services of the Hudson Valley (LSHV) is seeking a professional grant research consultant to provide solid leads in the five and six figure dollar amount toward support of our mission and growth. The project is a one time short-term project.

ORGANIZATIONAL BACKGROUND

LSHV, a 54-year old organization, is the only provider of comprehensive civil legal services in seven counties of the Lower- and Mid-Hudson Valley (Westchester, Putnam, Dutchess, Ulster, Orange, Sullivan, and Rockland).

Our **mission** is to provide high quality counsel in civil matters for poor and low income individuals and families and other vulnerable individuals who do not have access to the legal representation needed to meet their basic needs, i.e., nutrition, shelter, subsistence income, safety and health. Pursuit of this mission includes a commitment to principles and practices of diversity and inclusion to ensure justice for all persons regardless of their economic or social conditions.

The **services** we provide, free of charge to clients, are:

- Direct brief or long-term legal representation, litigation and/or negotiation in administrative and/or court proceedings.
- Legal advice and counsel to provide individuals and families with the tools they need to advocate on their own behalf.
- Non-legal advice, information about, and referral to, additional services and supports available in the community.
- Community education through workshops on legal issues covering the full range of our practice areas, to and in collaboration with community-based health and human service organizations, community centers, libraries, schools and government agencies.

- In 2020, during the COVID-19 crisis, we pivoted to create online trainings and 30+ "Know Your Rights" videos, to reach as many people looking for advice and counsel as possible in our region.

In response to a demonstrated need in our communities, LSHV has created targeted **practice areas** to serve vulnerable populations in need of legal assistance, including: Housing / Eviction and Foreclosure Prevention & Intensive STEHP Casework Services; Domestic Violence / Family Law; Children's Advocacy – currently offered on a very limited basis; Consumer Law; Disability Law and Advocacy; Elder Law; Health – Pink Project Breast Cancer Services & HIV/AIDS; Immigration – offered on a limited basis to victims of domestic violence and sexual trafficking only; Independent Consumer Advocacy Network (ICAN) - information, assistance, and legal services to people with Medicaid who need long-term services such as home attendant, adult day care, or nursing home accommodations; LGBTQ; Public Benefits/Income Stabilization; Veterans and Military Families Law and Advocacy. Most recently, we have created the Kinship Support Program and the Family Defense Unit, Westchester County's first interdisciplinary model for assisting parents who have become involved in the Child Welfare system.

The organization currently employs a staff of over 160, including attorneys, paralegals, and administrative staff, working in ten offices throughout its service area.

ROLE AND RESPONSIBILITIES

LSHV seeks an experienced Development professional, with a demonstrated track record of success providing research, and references from three nonprofit organizations regarding the same, to provide consultant services.

The successful candidate will be contracted as a Prospect Researcher, at an hourly rate of \$75-85, eight–ten hours per month, for a period of three months. (32 hours maximum)

LSHV expects the consultant to have access to many databased and directories that we do not. Currently we have a basic subscription to Foundation Directory Online. Using a variety of resources, databases and directories, e.g., Foundation Directory Online, Foundation Search, Instrumental, Grant Watch, Grant Forward, Grant Select & listservs, e.g., Philanthropy New York, and others known, the Consultant will:

Research opportunities for LSHV to apply for private funding of five- or six-figures across all of its practice areas, in order to:

- Provide needed resources to staff, e.g., salary, benefits, space, utilities, supplies, professional development (*General Operations*);

- Support *special projects*, e.g., Right to Counsel Initiatives, Diversity/Equity/Inclusion/Belonging Initiatives, and other initiatives identified through the current strategic planning process;

Increase organizational *capacity, reach* and/or *impact*, e.g., technology (hardware and software) upgrades, capital purchases (office equipment, van/mobile legal clinic, etc.), impact litigation to create systemic change and expanding the footprint of some of our currently limited practice areas.

Vet potential private funders for compatibility with LSHV's mission and needs, in order to increase the likelihood of submitting successful applications.

Thoroughly **document** feasible potential opportunities for new private funding using a standard template, which will include such information as foundation trustees and relevant program staff members, typical grants range, examples of funded projects that are similar to LSHV's work and amount at which each was funded, contact information, preferred method of initial contact.

Review current grant language to make suggestions and update language in order to increase results.

Create an annual calendar of new private funding opportunities, which will include the following: foundation name, name/title of foundation staff to whom an application should be submitted, required submission format, if applicable - mailing address and any special instructions, deadline(s), LSHV project title and county to be served, amount to be requested.

The annual calendar will include at least **24 new LOI opportunities** and **12 new full proposal opportunities**. Ideally, with one full proposal and two LOI's scheduled per month.

All interested candidates should send a cover letter and resume to mfox@lshv.org **no later than September 15th.**