

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

<http://www.lshv.org>

Date Posted: 7/11/2022

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 dedicated to building a highly skilled workforce that reflects the diverse communities we serve and where everyone feels empowered to bring their authentic selves to work. We are committed to racial justice and promoting equity for all, and we continuously review and strengthen our processes and practices to empower our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff. Our affinity groups are self-directed and provide a space for members to support one another and their shared vision. We encourage applications from people of all identities.

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 to the Director of Development, and the Development and Communications Coordinator, indirectly. This is a full-time, non-exempt position (currently hybrid office/remote model).

Responsibilities include but are not limited to:

- Managing the Department's database, which includes:
 - The tracking and acknowledgment of all donations to the agency;
 - 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 creation and management of online forms;
 - The generation of contact lists for use in fundraising and communications mailings/e-Mailings.
- Interacting with the Accounting Department in monthly reconciliation, gift adjustments, and the like.
- Maintaining and tracking event financial budgets and attendee information, as well as all records and details assigned.
- Researching 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.
- Assisting the Development staff in the completion of all department goals and objectives.

Qualifications

- College degree and/or 1-3 years Development experience, preferred.
- Strong knowledge of database management and computer proficiency, required. 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. After a probationary period, this position may permit work from home a few days per month.

Upon commencing employment at LSHV, candidates will be required to show proof of either being fully vaccinated against COVID-19, or produce, on a weekly basis, a negative COVID-19 test. Fully vaccinated is defined as two weeks after having completed a sequence of FDA approved COVID-19 vaccinations, followed by an FDA approved Covid-19 booster shot. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

Please apply through this link and include cover letter, resume, writing sample and three references:

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

Legal Services of the Hudson Valley is a proud equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply.