



Job Announcement:

Executive Assistant / Development Associate

About Us

Founded in 1969, Lawyers Alliance for New York (www.lawyersalliance.org) is the leading provider of pro bono legal services for nonprofit organizations and social enterprises that are improving the quality of life in New York City neighborhoods. With a talented staff of 24, annual budget of \$3.6 million, and 2,000 legal volunteers, Lawyers Alliance assists more than 1,000 organizations each year. These services help organizations to improve their programs, operations, and finances.

Position

Lawyers Alliance seeks a highly organized and motivated Executive Assistant / Development Associate to support the Executive Director with planning and executing a wide range of program, management, and fundraising activities. This staff member also will be part of the Development team.

This is an exciting opportunity for an interested nonprofit professional to use and enhance their organizational, analytical, digital, and communication skills. They will play a valuable role in supporting Lawyers Alliance's strategic efforts to strengthen its infrastructure and to offer more, better, and broader services to nonprofits helping low-income New Yorkers.

This position is especially significant as Lawyers Alliance focuses on helping nonprofits navigate the next phase of pandemic and economic recovery.

Primary Responsibilities:

Executive Support

- Provide direct and varied assistance to the Executive Director, helping to advance the organization's goals and its positive interactions with multiple stakeholders, including nonprofits, volunteer attorneys, donors, staff, and alumni.
- Collect and analyze information. Prepare, modify, proofread, and maintain spreadsheets, summaries, presentations, notes, surveys, correspondence, and other documents.
- Coordinate calls, meetings, and responses to inquiries, including scheduling, preparation of materials, and follow up.
- Serve as administrative liaison to the Board of Directors. Update and maintain Board-related materials and assist with Board-related communications.
- Draft and distribute digital outreach, social media postings, and other outgoing messages.
- Assist with staff recruitment and onboarding, and encourage a productive, collaborative, and inclusive work environment.

Fund Development and Special Events

- Support the Development Director on selected activities, including research and preparation of exhibits for reports and proposals to foundations and other institutional donors.

- Participate actively in individual appeal by updating donor information, distributing compelling materials, tracking results, and suggesting improvements.
- Help plan and execute annual Gala, Cornerstone Awards celebration, and other special events, in conjunction with other development and marketing staff.
- Draft, organize, and maintain donor communications, including letters, invoices, and gift acknowledgements.
- Carefully, promptly, and cheerfully conduct telephone calls, data entry, database and email management, and other work aimed at developing and enhancing external relationships.

General Support

- Support special program initiatives and strategic planning as requested by Executive Director.
- Provide periodic backup reception area coverage to greet and assist visitors, vendors, and guests.
- Assist with additional tasks as needed.

Experience and Attributes

- Bachelor's degree or equivalent, plus two to four years of factual research, development, marketing, administrative, or other relevant work experience, with increasing responsibility.
- Excellent organizational skills, written, and oral communications skills.
- Strong database experience; proficiency using computer software applications, including Microsoft Word, Excel, and PowerPoint; and ability to learn new technology quickly.
- Interest in and enthusiasm for New York's nonprofit sector.
- Ability to work independently and as a supportive team member. Effective at multitasking in a fast-paced environment.
- The ideal candidate works well with varying people and constituencies, shows high attention to data and detail, and is a proactive thinker and a resourceful and personable colleague.

Compensation

This position will begin once filled, preferably by September 1, 2021. Anticipated salary is approximately \$55,000/year, depending on experience.

Next steps

Interested applicants should submit a resume and cover letter to EAssearch@lawyersalliance.org as soon as possible. Please include a brief explanation of why you are interested in this position at this time.

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now. Lawyers Alliance for New York is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.