



**Job Announcement:
Executive and Development Assistant**

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 \$3.8 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 and Development Assistant to support the Executive Director with planning and executing 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. The Executive and Development Assistant will play an integral role in Lawyers Alliance's efforts to raise funds and improve the impact of its services.

Primary Responsibilities:

Executive Support

- Provide direct and varied operational assistance to the Executive Director, helping to advance the organization's goals and interactions with nonprofits, volunteers, donors, staff, and alumni.
- Serve as administrative liaison to the Board of Directors. Update and maintain Board-related materials and assist with Board-related communications.
- 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.

Fund Development and Special Events

- Participate actively in individual appeal by researching and updating donor information, distributing compelling materials, tracking results, and suggesting improvements.
- Help plan and execute annual Gala and other special events, in conjunction with other development and marketing staff.
- Assist with research, drafting and preparation of exhibits for reports and proposals to foundations and other institutional donors.
- Draft, organize, and maintain donor communications, including letters, invoices, and gift acknowledgements.

General Support

- Conduct telephone calls, data entry, database and email management, and other work aimed at developing and enhancing external relationships.
- Support special program initiatives and strategic planning as requested by Executive Director.
- Provide periodic backup reception area coverage to greet and assist visitors and vendors.
- 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, written, and oral communications skills.
- Strong database experience; proficiency using 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.
- 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.
- This position involves certain in person activities; proof of COVID-19 vaccination required.

Compensation

Anticipated annual salary range is \$57,000 to \$60,000, depending on experience.

Next steps

Interested applicants should submit a resume and cover letter to EAsearch@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. This position is being announced in May 2023 and can begin as soon as possible.

Lawyers Alliance for New York is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.