JOB POSTING
External Relations Officer
External Relations
(Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions. Legal Aid Chicago was founded on the philosophy that all individuals are entitled to quality civil legal representation, regardless of their income. We work to ensure that poverty is not an impediment to justice by dismantling the legal barriers that perpetuate inequality. Legal Aid Chicago staff live our mission through our core values of equity, excellence, inclusion, kindness, and respect.

Position: The External Relations Department is responsible for all fundraising, marketing and communications activities at Legal Aid Chicago. The External Relations Officer will work with the fundraising and communication staff as well as with the Executive Director to assist with fundraising events, social media and major donor, law firm and corporate fundraising.

Responsibilities:
• Process donations and manage the development database and run reports as needed;
• Ensure that gift acknowledgements and donor communications are sent in a timely manner;
• Maintain all development records and data and ensure their accuracy and usefulness, for both developing and analyzing strategy;
• Manage registrations and ticket purchases for fundraising and cultivation events to ensure an accurate list of all attendees. Includes following up with sponsors for their guest lists
• Conduct donor prospect research
• Coordinate meetings (scheduling, distributing support materials, correspondence, meeting minutes);
• Distribute news articles and other materials as requested;
• Assist in implementation of major donor moves management
• Assist in creation and implementation of social media strategy

Qualifications: Applicant must have a college degree. Excellent oral and communication skills; excellent organizational skills; self-starter and team player; excellent computer skills, database management a plus. Must be able to juggle multiple tasks at a time and be committed to the mission of social justice.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including low-cost employer-paid health plan options, employer-provided group life and long-term disability insurance, fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “External Relations Officer” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone calls, please.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.