

**DEVELOPMENT ASSISTANT
POVERTY LAW ADVOCACY
MIDDLETOWN, CONNECTICUT**

Connecticut Legal Services, Inc. (CLS) seeks a full time Development Assistant in its Middletown, Connecticut office. The Development Assistant will take direction from the Director of Development and will assist in the coordination and the administration of the agency's direct donor campaign (including data input and donor acknowledgement), and meeting fundraising goals. The Development Assistant also may be required to perform grant related administrative tasks and collaborate with CLS' Administrative team as needed.

CLS is a non-profit law firm which provides free legal services to people in need across most of Connecticut. Our staff address a broad range of client problems, including family, housing, education, immigration, and access to government benefits. Fund development is an essential component of our operations, enabling CLS to provide urgently needed help and initiate new projects.

CLS seeks an energetic person with the following knowledge, skills, and abilities:

- Strong fundraising experience with donor driven appeals and donor cultivation,
- Great attention for detail and organizational skills,
- Excellent interpersonal communication skills,
- Knowledge of modern office procedures and methods including electronic and telephone communications, office systems, and record keeping,
- Knowledge of Excel, Word, Outlook and Internet,
- Knowledge of or ability to learn additional computer programs (e.g. Raiser's Edge),
- Good written and oral communication skills,
- Ability to establish priorities, work independently, and proceed with objectives,
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports,

Qualifications: BA/BS degree minimum, donor driven fundraising experience required.

Start Date: As soon as possible.

Compensation: Salary depends on experience (range \$45,000-\$60,000); excellent vacation/leave, health, and pension benefits.

Application: Applicants should send a cover letter clearly describing their qualifications, resume, and the names and contact information for three references to applications@ctlegal.org. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or

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experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications are reviewed on a rolling basis and will be accepted until the position is filled. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “Development Assistant Application” as the only contents in the subject line of your e-mail.

ORGANIZATION DESCRIPTION: CLS is Connecticut’s largest non-profit law firm, providing free legal help to low-income people in areas of law including housing, consumer, elder, family, public benefits, education, immigration, employment, and disability. With a staff of 65+ in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 5,000 people every year.

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