



JOB ANNOUNCEMENT **DEVELOPMENT ASSOCIATE**

For financially vulnerable families in crisis, LevittQuinn Family Law Center is the leading provider of legal services and support delivering timely, accessible, and innovative family law services. Our team of dedicated lawyers, legal assistants, and volunteers stabilize families every day, securing orders about custody and support, returning abducted children to their custodial parent, and facilitating adoption of children in need of a safe and permanent home.

LevittQuinn is hiring a Development Associate to help support and grow this work.

The Development Associate plays an important role in advancing LevittQuinn's mission. A successful Development Associate will increase services for financially vulnerable families. Essential duties include:

- Presenting a professional and welcoming manner to all who support and seek to support LevittQuinn;
- Providing administrative and organizational support for LevittQuinn's fundraising, events, volunteer, and communications efforts;
- Designing, drafting, and proof reading grant applications, reports, letters, emails, social media content, website updates, and other development communications;
- Accurately tracking, organizing, and maintaining donor, event, volunteer, and board data, including key deadlines and filings;
- Actively participating in the improvement of systems for tracking and assessing data.

Qualifications:

- Demonstrated commitment to LevittQuinn's mission of protecting children and standing with family members in crisis;
- Ability to communicate effectively orally and in writing LevittQuinn's mission, vision, and voice. Must demonstrate strong writing and editorial skills;
- Strong technology and software skills, including Microsoft Office Suite and Adobe. Skill with social media and experience using CRMs is a plus;
- Detail-oriented, self-motivated person with a strong work ethic who is able to exercise sound independent judgment and is comfortable working in a small and collaborative team;
- Attendance at special events is required, and will involve occasional evening and weekend work.

Compensation: This is a full-time, non-exempt position. \$24.00 to \$26.00 per hour depending on experience. Competitive benefits package. Must be fully vaccinated against COVID (including booster) unless the applicant has a valid medical reason for not being fully vaccinated or a sincerely held religious belief preventing vaccination.

Applications: Send 1) a resume, 2) a cover letter explaining your interest in the position, and 3) three (3) professional references who have direct knowledge of your qualifications to Ana M. Storey at astorey@levittquinn.org. Write "Development Associate" in the subject line of your email.

Deadline: We will consider applications from qualified individuals until we fill the position.