



## Development and Communications Coordinator, Cincinnati, Ohio

*Position Open Until Filled.*

The Legal Aid Society is a nonprofit that provides free civil legal assistance to resolve serious problems for low-income families in Southwest Ohio so they can achieve economic security and family stability.

We have an immediate need for a full-time, Development and Communications Coordinator in our Development and Communications Department. This is an opportunity to provide administrative support in a dynamic, goal-oriented unit that creates effective fundraising campaigns, and develops high-impact digital communications to reach partner agencies, funders, donors, volunteers, and clients. Visit our website at [www.lascinti.org](http://www.lascinti.org) for more information about Legal Aid.

### Position Description

- Responsible for the DonorPerfect database entry and reports.
- Assist with donor recognition and thank you notifications promptly and accurately.
- Provide administrative support for the Director of Development & Communication and, as needed, for the Executive Director
- Submit and track grant proposals and reports for private foundation, United Way and local government grants.
- Assist in the completion of fundraising appeals, grants and communications materials
- Assist in the creation of social media posts, live video events, newsletters, and email communications, including graphic design, video, and photos.
- Responsible for edits and uploads to the Legal Aid and affiliate websites.
- Provide administrative support for occasional evening development events

### Qualifications

The successful application will meet the following qualifications.

- Bachelor's degree from accredited college or university
- Experience in a non-profit development and/or marketing communications environment is preferred
- Experience with Donor Management Databases; DonorPerfect knowledge a plus
- Expert on Microsoft Office products
- Proficient with content management systems and e-mail marketing tools
- Proficient typing skills
- Knowledge of graphic design and photography; Adobe Suite products proficiency a plus.
- Strong time management and organizational skills
- Ability to work independently, multitask with ease, and maintain accuracy under pressure

### Compensation and Benefits

- Legal Aid offers a competitive salary, depending on experience
- Excellent Benefits package includes generous paid leave, comprehensive health insurance 401K and pension plan.
- This is a full time 40 hours/week M-F position with occasional evening event support required.

### Application Process

Candidates must submit all of the listed items, as Word or pdf documents, attached to an email. **Please note "LAS037 Development and Communications Coordinator" in subject line, and email to: [staffing@lascinti.org](mailto:staffing@lascinti.org).**

1. Cover letter explaining the reasons for your interest,
2. Current resume, and
3. Contact information for three professional references.

Interviews will be arranged by Employer

**The Legal Aid Society is an Equal Opportunity Employer. The Legal Aid Society offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.**