

Position: Development & Operations Associate

Overview:

Cabrini Green Legal Aid (CGLA) is a dynamic faith-inspired nonprofit organization providing free civil and criminal legal services to over 5000 low income Chicagoans each year. We seek a motivated, team-oriented Development & Operations Associate to strengthen the development (fundraising) functions of the organization and create and maintain effective and efficient operations within the organization. They will provide overall management of communications, events, technology, and administrative special projects. This employee will also work with the Director of Development to accomplish the fundraising goals of the agency.

Major Responsibilities:

- Participate as an active member of the Development Team, including responsibility to:
 - Oversee the development and distribution of all print and electronic communications for the organization, including website upkeep and brand integrity;
 - Coordinate special events logistics and fundraising including the annual benefit, wine tasting, several receptions, and a silent auction;
 - Participate in and support the fundraising activities of the agency;
- Oversee the development, quality, and maintenance of systems necessary for the effective day-to-day activities of the agency including:
 - Administrate Legal Server, our web-based case management system, including the regular development and distribution of reports to relevant staff;
 - Oversee procurement and maintenance of CGLA's technology systems including computers and telephones;
 - Support the accountant with bookkeeping functions including annual audit and deposits;
 - Maintenance of personnel files including the oversight of a recording system for employee leave and preparation of payroll;
- Work with the Office Manager to ensure effective administration of general office management including negotiations with vendors, supplies, and regular maintenance;
 - Oversee upkeep and maintenance of the building and property;
 - Manage building and technology security procedures within office;
 - Maintain up-to-date office policies and procedure manual;
- Attend staff meetings and other administrative meetings; and
- Work closely with the leadership team in planning, developing and implementing special projects, and to provide additional administrative support as needed.

Required Qualifications and Experience:

- A demonstrated commitment to CGLA's mission statement and guiding principles and to serving low-income and impoverished individuals;
- A Bachelor's or graduate degree in relevant field or applicable experience;
- Strong computer skills including the Microsoft suite; experience with InDesign, QuickBooks, and website (drupal) preferred;
- The ability to juggle many projects at one time and meet all deadlines while being energized by the opportunity to work in a fast-paced, team-centered environment; and
- Personal strengths in organization, attention to detail, responsibility, interpersonal skills and ability to work in a team, good judgment in dealing with confidential and sensitive issues, and composure under pressure.

Compensation and Benefits:

CGLA is a community-based agency located in the West Town neighborhood of Chicago, just 10 minutes from downtown. Our distinctive approach to legal services, which connects clients to a team of providers—a skilled attorney, a client specialist, and in some cases a staff social worker—is designed to make a lasting impact on every client and family served. This unique approach allows us to address our clients' immediate legal needs while simultaneously strengthening our clients' lives. For more information on CGLA please visit www.cgla.net.

This is a full-time position with a salary in the range of \$30,000-33,000.

CGLA offers a cafeteria benefits plan including health and dental insurance, flexible spending account, and 403(b) retirement account. In addition, CGLA offers generous paid time off and 14 paid holidays per year.

Date Posted: July 8, 2010

Last Day to Apply: July 30, 2010

To Apply: Successful candidates will explain in a detailed cover letter how the qualifications and experience outlined above are a personal fit. Email a cover letter, resume, and three references to:

Laura Zumdahl, Associate Executive Director
laurazumdahl@cglanet.net (subject line: Development & Operations Associate Search)

***Note: Applicants should not mail a hard copy. An email confirmation will be sent upon receipt of emails from interested applicants.*

Our purpose is to answer God's call to seek justice and mercy for those living in poverty by providing legal services that strengthen individuals, families, and communities. CGLA is an Equal Opportunity Employer and gives equal consideration to all qualified applicants without discrimination on the basis of race, sex, disability, religion, national origin, ancestry, military status, marital status, sexual orientation, or any other legally protected status.