



Family Legal Care

Justice for All. One Family at a Time.

Manager of Development and Communications

Family Legal Care is a non-profit organization whose mission is to increase access to justice in New York State Family Court. We combine legal guidance, easy-to-access technology, and compassionate support to help unrepresented parents and caregivers self-advocate on critical family law issues, while working on reform that improves the system for everyone. To learn more, please visit familylegalcare.org.

Family Legal Care seeks a full-time, highly organized and entrepreneurial individual to join our Development team. The **Manager of Development and Communications** plays a vital role in supporting all of Family Legal Care's development and communications activities to ensure the success of the organization's fundraising goals. The individual will work under the supervision of and reports to the Chief Development and External Affairs Officer and will closely collaborate with communications and graphic design consultants, as well as other staff members. This position is ideal for someone who likes diverse project-based work, and has a "can do" approach. It will involve robust project management skills, writing, attention to detail, and professionalism on all communication channels. Family Legal Care offers an excellent hybrid working environment that values professional growth, collegial support, and a healthy work-life balance.

Responsibilities include, but are not limited to:

Development

- Work closely with the Chief Development Officer to create and implement successful development strategies
- Envision and execute all aspects of the End of Year Appeal
- In collaboration with the CDO and an event consultant, assist with planning the Annual Gala, and the coordination of other special events
- Manage and maintain Salesforce donor database, including, processing incoming donations, producing donor reports and mailing lists, and ensuring accuracy and consistency of all donor records
- Manage our Junior Board; support planning and execution of their annual fundraiser, act as the primary liaison to members, staff meetings and assist in recruitment
- Produce monthly batch donation reports for the Controller and reconcile donation records between Salesforce and FundEZ
- Manage Classy pages for online fundraising
- Create and send donor acknowledgment letters
- Provide administrative support to the Development department such as answering periodic donor inquiries, managing digital files, and other tasks as needed

Marketing and Communications:

- In close collaboration with CDO and consultants, manage the drafting and execution of all communications, including e-blasts, social media posts, PowerPoint presentations, and occasional web content
- Create marketing materials, manage the production of the bi-annual report, and draft and design other collateral, such as one-pagers and flyers
- Maintain template systems and style guide, including updating letterhead, and ensure all public-facing materials are on brand
- Maintain Family Legal Care's website, enlisting the support of web design/coding consultants when needed
- Monitor the organization's Google analytics and Google ads.

Qualifications Required:

A Bachelor's degree and a minimum of 2-3 years of experience in nonprofit communications, marketing, fundraising or equivalent experience. The ideal candidate should be highly motivated with a self-starter attitude and possess the following strengths:

- Exceptional project management skills, handling multiple deadlines at once
- Strong interpersonal skills and the ability to build relationships across the organization with our caring and committed staff.
- Capacity to execute detail-oriented work with accuracy
- Experience with Salesforce or similar CRM is a must
- Understanding of various graphic design and marketing platforms like Mailchimp and Canva
- Willingness to learn new skills and systems to support the growth of the team
- Excellent writing and oral and interpersonal communication skills
- Advanced Excel and Word skills; proficient in Outlook
- Knowledge of social media platforms (LinkedIn, Instagram, Facebook, YouTube, and Twitter)
- Critical thinking skills that can be applied to effectively problem-solve and anticipate the next steps and potential barriers
- Positive attitude and willingness to be adaptable to dynamic needs
- Commitment to Family Legal Care's mission and values

Salary and Benefits: The salary range for this position is \$70K - \$85K. When determining salary offers, we take into consideration pertinent years of experience and overall years of work experience to sustain internal equity. Family Legal Care offers a generous benefits package that includes Medical, Dental, and Vision Insurance, Flexible Spending Accounts, TransitChek Program and a 403B Retirement Savings Plan that is matched up to 5% after one year of service. Family Legal Care also offers paid parental leave, up to four weeks of paid vacation and sick time, federal holidays, summer Fridays, and most importantly an excellent work life balance.

Location: We have transitioned to a hybrid model and will require in person attendance as needed.

D.E.I. Commitment: Family Legal Care is committed to hiring a diverse workforce. We believe in fostering a forward-thinking culture of Diversity Equity and Inclusion (DEI) within and outside of the organization which will help us achieve our goal of bridging the gaps that inequity has created. In serving under-resourced clients, it is vital that we all understand that DEI is an ever-changing concept, and because of that, we have to be in a constant state of learning and unlearning.

How to Apply: Please send a resume and cover letter to Kristin Pulkkinen, Chief Development & External Affairs Officer, via email at HR@familylegalcare.org. Please put "Manager of Development and Communications" in the subject line. No phone calls please.

Family Legal Care is proud to be an Equal Opportunity Employer.

Learn more about Family Legal Care at www.familylegalcare.org