



Development & Communications Coordinator

January 2024

About the Role

VOLS seeks a thoughtful, enthusiastic, detail-oriented person with excellent communication skills to be the VOLS Development & Communications Coordinator. This role supports VOLS' fundraising efforts with respect to foundation and government grants, corporate donations, and individual giving. Key responsibilities include supporting: grant prospecting, writing, and reporting; government, individual and corporate fundraising strategies; donor relations, including through accurate record-keeping, donation, and payment processes. The ideal candidate has high expectations for their work and strong written communication, interpersonal, and critical thinking skills. This position is part of union ALAA UAW Local 2325, reports directly to the Director of Development & Communications, and works closely with the Leadership Team and finance team.

Organizational Mission

For nearly 40 years, VOLS has partnered with New York City's leading law firms and companies as well as community-based organizations to help close the access to justice gap for low-income New Yorkers. VOLS provides free, civil legal services to New Yorkers with limited resources, including seniors, veterans, individuals entitled to public benefits, immigrant youth, children and their families, mothers in prison or jail, and small business owners. Last year, VOLS assisted clients on more than 4,000 legal matters, and our services benefited over 6,200 individual New Yorkers. VOLS' staff of 21, including 15 attorneys and law graduates, works with volunteers from over 80 law firms/companies to exponentially increase our impact. We partner with 150 community groups to ensure that our services are accessible and address local needs. VOLS strives to build and retain a diverse and inclusive team, and we actively seek a diverse candidate pool. We strongly encourage candidates who have had lived experience in the communities we serve.

Responsibilities

The Coordinator will work with the Development & Communications Team to support revenue goals and deadlines. Specific responsibilities include:

Supporting the Grant Life Cycle

- Prepare foundation and government grant applications and reports for new projects and ongoing initiatives.
- Utilize VOLS' LegalServer client-management data system in the preparation of grant applications and reports to ensure accurate program outcomes are included.
- Ensure deadlines are met for grant applications, reports, and invoicing, including by maintaining an annual calendar.
- Assist with grant-seeking strategies such as researching, attending informational sessions, outreach to new prospects, and writing letters of intent.

Fundraising Support

- Assist with implementing strategies for government, law firm/corporate fundraising and individual giving, including as part of VOLS' City Council outreach, end-of-year appeal, and annual Gala.
- Support fundraising activities for law firm/corporate and individual giving related events, including VOLS' annual Gala, VOLS Pro Bono Advocates Council annual fundraiser, and cultivation activities throughout the year.
- Utilize VOLS' LegalServer and Donor Perfect CRM to support fundraising strategies and activities to ensure accurate information.

Revenue Processing, Monitoring, and Reporting

- Help maintain donor trust by ensuring VOLS' adherence to best practices and processes regarding donation, pledge, and payment processing.
- Ensure accurate revenue record-keeping and monthly reconciliations.
- Track giving and produce reports as needed.
- Facilitate and improve strategies for acknowledgment, recognition, and stewardship of donors.

Other Responsibilities

- Continued education on VOLS' legal services program areas and trends in nonprofit development and communications.
- Perform other relevant duties as assigned by the Senior Leadership Team.

Qualifications

- 2-4 years of experience in nonprofit development, fundraising, marketing/communications, grant writing, legal writing or other persuasive writing.
- Excellent written and verbal communication skills and attention to detail. Understanding of strengths-based writing a plus.
- Ability to communicate complex concepts clearly and persuasively to diverse stakeholders.
- Ability to manage several projects simultaneously and prioritize appropriately.
- Experience with Donor Perfect, Legal Server, or similar donor or client-management programs and with MS Teams, Canva, Constant Contact or similar programs.
- Experience with government grants and contracts a plus.
- Willingness to work occasional evening or weekend hours related to fundraising.
- Passion for the mission of providing high-quality, free legal services to New Yorkers with limited resources and promoting volunteerism.

This position will be hybrid after the first six months. The position will be fully in person during the six-month probationary period. After, employees may work remotely up to eight days per month. Local travel to meetings and other events is required.

All candidates must be fully vaccinated against COVID-19 including a Bivalent vaccine dose or latest 2023–2024 COVID vaccine formula, unless provided a reasonable accommodation pursuant to applicable federal, state and local statutes.

Compensation and Benefits

The annual salary range for this position is \$47,430– \$50,490 for candidates with 2-4 years of experience and will be determined by a collective bargaining agreement and be commensurate with relevant experience as defined by that agreement. VOLS offers an excellent benefits package, including health, life and disability insurance, a retirement plan to which VOLS contributes and the option to contribute to a 403(b) plan. We provide 25 days of paid vacation, 12 days of paid sick leave, and 3 personal days annually.

How to apply

Please email a cover letter and resume, to apply@volsprobono.org with the subject line “Development



& Communications Coordinator.” Applications will be reviewed on a rolling basis. No phone or email inquiries, please.

Diversity, Equity, and Inclusion Commitment:

VOLS strives to build and maintain a diverse workplace that embraces staff with different backgrounds, identities, and experiences. We seek a diverse applicant pool and particularly welcome and encourage applicants from marginalized communities, including, but not limited to, those who identify as Black, Indigenous, people of color, women, queer, transgender, gender non-conforming, disabled, immigrants, uniformed service, people from low socio-economic backgrounds, and those directly impacted by the legal system.

VOLS is an equal opportunity employer, and does not discriminate on the basis of race, ethnicity, nationality, creed, age, disability, sexual orientation, biological sex, gender identity/expression, family status, military service or any other status protected under the law.