



Associate Director of Development
Job Description

Description of Organization

Lawndale Christian Legal Center (“LCLC”) is the only organization in Chicago where lawyers and social services work together to support justice involved youth right in their own neighborhood. Founded in 2010, LCLC’s unique model of community-based holistic legal services serves youth and emerging adults, ages 24 and younger, in the Lawndale area. LCLC integrates criminal defense legal representation with social services such as intensive case management, outreach, mentoring, detention reduction programming, workforce development, and housing. LCLC is the only community-based legal defense organization that serves youth holistically through the termination of their sentence and after their case is over. To provide the holistic care our youth need, we have built grassroots relationships with residents, service providers, and other stakeholders in the community through a local collaboration we initiated called the North Lawndale Community Restorative Justice Hub. Through community-based holistic care, we envision a North Lawndale community where disconnected, street-involved youth are embraced by their families and community, restored from trauma, empowered to lead, and free from the criminal justice system. More information on LCLC can be found at www.lclc.net.

Job Description

The Associate Director of Development will work closely with and report to LCLC’s Chief Operating Officer. This position will focus on raising funds for the community-based services needed to implement the Restorative Justice Community Court, for which LCLC is the lead agency. This position will also write grant proposals/reports and support development activities for LCLC’s other programming. The position requires strong administrative, writing, coordination, and interpersonal skills to complete the following responsibilities:

- Conduct research to evaluate prospects for new sources of funding
- Develop and submit grant applications, letters of inquiry (LOIs), emails, and supporting documents ahead of deadlines and in accordance with guidelines for submission
- Prepare progress reports and updates for foundation, government, corporate, and individual funders
- Maintain an up-to-date grants calendar and track deadlines letters of intent, proposals, and reports
- Work closely with LCLC program and fiscal staff to collect data for required reports
- Represent LCLC at presentations and networking opportunities to cultivate relationships with individual donors and supporters
- Assist with planning and execution for LCLC’s annual fundraising events

Required Qualifications:

- Required: B.A/B.S. degree
- 3+ years demonstrated ability to write quality grant proposals/reports and a track record of securing grants
- Clear and concise writer who varies writing style to meet the needs of the audience
- Skilled at synthesizing complex information and incorporating qualitative and quantitative data in written communications
- Meticulous attention to detail with an ability to produce high quality work in an open office environment
- Highly organized; ability to manage multiple projects at once and meet deadlines
- Solutions oriented and can quickly resolve problems in a timely manner
- Highly proficient in Microsoft Office applications (Word, Excel and Powerpoint)
- Ability to work effectively with a diverse staff, clients, and community partners
- Familiarity with urban settings and youth
- Willingness to live in North Lawndale preferred
- Minorities encouraged to apply

Application: Please send cover letter, resume, and three references to Danae Kovac at dkovac@lclc.net. Include position title in email subject.