



5535 Albemarle Road
Charlotte, NC 28212
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Advancement Specialist

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a nonprofit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a full-time Advancement Specialist to support its Advancement Program. More information about the Advocacy Center can be found on our website: www.CharlotteLegalAdvocacy.org.

ROLE:

Do you love creating and sharing information and then measuring results? Are you seeking an opportunity to provide a profound positive impact on the lives of people in your community? The Advancement Specialist will help the Advocacy Center with donor communications and our annual signature fundraising event, along with overseeing gifts processing and ensuring clean/accurate data and reporting.

RESPONSIBILITIES:

- Create advancement email and direct mail campaigns, write copy and handle distribution (Justice Lives Here newsletters, Pro Bono Week communications, Giving Tuesday appeal, holiday appeal, Justice in June appeal, etc.)
- Record donor gifts in Salesforce CRM system, ensuring accuracy and up-to-date information, and send thank you letters within 48 hours
- Write thank you letters for specific campaigns
- Create and run measurement reports
- Conduct monthly reconciliation of gifts received with the finance team
- Assist the advancement team with donor cultivation and appreciation
- Collect information for annual report and regular impact reports
- Coordinate monthly/quarterly info events
- Assist with social media efforts as needed
- Lead coordination of annual signature Access to Justice Breakfast fundraiser in conjunction with Legal Aid of North Carolina-Charlotte:
 - Coordinate Board of Ambassadors meetings and take minutes
 - Handle communications with sponsors and table captains

- Generate sponsorship and table captain kits and invoices
- Reconcile event gifts, matching up to correct sponsors
- Handle logistics and oversee vendor coordination
- Add relevant information to website and digital communications
- Perform other advancement duties as needed

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor's degree preferred or equivalent combination of education and experience
- 3+ years in advancement office preferred
- Experience using a CRM system, especially Salesforce
- Proven experience in event planning and project management
- Excellent writing, editing and proofreading skills with great attention to detail
- Experience working with low-income communities at a nonprofit or community-based organization within a multi-ethnic/multi-cultural environment preferred
- Proficiency in MS Office, including Word, Excel, PowerPoint and Adobe PDF Pro
- Ability to work independently and in a team environment
- Ability to effectively collaborate with co-workers and clients in virtual and in-person settings

WORK SCHEDULE:

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday – Friday, 8:30 am – 5:00 pm.

SALARY:

This position is a full-time, salary-exempt position. The annual salary range begins at \$50,000 and may vary depending upon experience and skills.

REPORTS TO:

The Advancement Specialist will report to the Chief Philanthropy Officer.

BENEFITS:

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental and vision coverage at 100% for employees, 22 paid days of general leave increasing proportionately with tenure, and 15 paid holidays.

TO APPLY:

Submit a cover letter and resume to careers@charlottelegaladvocacy.org. Please note the

position for which you are applying in the subject line.

DEADLINE:

Applications will be reviewed on a rolling basis with a preference for applications received by January 21, 2025.

Charlotte Center for Legal Advocacy considers all qualified applicants for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other legally protected status.