



Development Department Internship

Applications accepted through April 17, 2009

The Legal Aid Society of Cleveland seeks a summer intern for its Development Department. The department focuses on fundraising from individuals, law firms, corporations and foundations; handles public relations; and conducts media outreach. A development intern would primarily support the Development Director and Annual Campaign Coordinator with these efforts.

Primary responsibilities:

- plan annual summer cultivation event for newer attorneys at downtown Cleveland venue
- research and draft stories for *Poetic Justice* (Legal Aid's donor newsletter)
- research potential funding sources
- proofread marketing and direct mail pieces
- maintain Raiser's Edge (Legal Aid's donor database) and perform data entry, including: biographical info, Volunteer Lawyers Program hours, phone numbers, e-mail, additional addresses, donation data, pledge info, relationships and other notations
- create systems and procedures to check accuracy of Raiser's Edge data
- develop standards of practice for Raiser's Edge database
- prepare donor acknowledgment letters
- assist with the coordination of data for reports to board members

Qualifications:

Strong organizational, analytical, interviewing, verbal and written skills. Previous experience in community social services and knowledge of poverty law and related legal systems and procedures highly preferred. Must be comfortable with fundraising and basic research. Computer and internet proficiency is necessary. An ideal candidate would demonstrate interest in both a legal and nonprofit/government career.

Application Procedure

Please forward a resume, cover letter and writing sample to Amy Schuster at aschuster@laslev.org.

General Information

Since 1905 the Legal Aid Society of Cleveland has provided high-quality, free legal assistance to low-income clients in Northeast Ohio. Legal Aid is committed to providing representation to individual clients and addressing systemic problems. Legal Aid's current staff is a diverse group with considerable skill and experience. Legal Aid is committed to providing professional development to all staff. For more information about Legal Aid please visit www.laslev.org.

The Cleveland metropolitan area is home to the nationally renowned Cleveland Orchestra; the Cleveland Museum of Art; the Rock & Roll Hall of Fame; the Eastern Conference Champion Cleveland Cavaliers, Central Division Champion Cleveland Indians, and the heart-breaking Cleveland Browns; an award-winning Metroparks system; vineyards; and many other arts, recreation, and cultural attractions. Cleveland also has a low cost of living.

Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, sex, religion, national origin, marital status, sexual orientation, or mental or physical disability.