

Position: Assistant Director, Development (New York, NY)

Duties: Working under the supervision of the Director of Development, responsible for all aspects of fundraising, including research, grant management, grant and report writing, special events, solicitation, and extensive database management and reporting. Establish and maintain cooperative relationships with community representatives, consumers, corporate and individual funders, employees and public interest groups and with representatives from print and broadcast journalism. Work on the organization's publications, including the annual report and brochures, prepare all presentation materials and maintain press files. Plan and coordinate activities to raise funds and increase the organization's visibility among internal and external constituencies, including corporate and community contacts. Work with program staff to ensure that the Website is up-to-date and accurate.

Minimum education required: Bachelor degree in public relations, journalism, advertising, communications or related field

Minimum experience required: 1 year of experience in the job or as public relations executive or related occupation

Skills required: Must have knowledge of corporate communications which may be gained either through education or experience. Must possess strong writing skills in order to prepare reports and grants.

Please send your resume to Attn: A.D.D., New York Lawyers for the Public Interest, 151 West 30th St., 11th Floor, New York, NY 10001-4017