

Operations & Development Associate

Full-time hybrid staff position

Pro Bono Network (PBN) is a nonprofit agency located in Oak Park, Illinois, whose mission is to empower volunteer attorneys to meet the unserved legal needs of low-income people. We work with legal aid agencies throughout Cook and DuPage counties, structuring projects to match the needs of our volunteers. Our projects and more information on PBN can be found at www.pro-bono-network.org. We have a flexible, collaborative and supportive work environment, and PBN is committed to attracting and retaining a diverse staff and encourages people of color, individuals who identify on the LGBTQIA+ spectrum, and people with disabilities to apply.

This is a 40 hour per week full-time hybrid position with an ideal start date of September 23, 2024. The annual salary will be \$35,000-\$45,000. Benefits include PTO and access to an optional retirement plan, with a goal of adding health insurance benefits in 2025. The position will be hybrid, requiring a minimum of two days in the office per week. Infrequent evening and weekend hours will also be required.

Position Overview: The Operations and Development Associate will play a vital role in the smooth operation and growth of Pro Bono Network. This hybrid position combines administrative and development responsibilities, including managing databases for both volunteer programs and fundraising, creating and posting social media content, and supporting overall office management. The ideal candidate is highly organized, tech-savvy, and has a passion for nonprofit work.

Key Responsibilities:

1. Database Management:

- Maintain and manage the development database (Little Green Light) to track donations, grants, and donor information (including contact information, relationships, and notes). Ensure volunteer contacts are also added to the LGL database.
- Maintain and manage the volunteer database (Better Impact) to ensure accurate and up-to-date records of volunteers and their activities.
- Generate reports from both databases as needed for program evaluation, grant reporting, and donor communications.

2. Development Support:

- Assist with the planning and execution of fundraising campaigns and events.
- Coordinate donor communications, including annual appeal, thank-you letters, newsletters, and updates.
- Research potential grant opportunities and assist with grant writing and reporting.

3. Social Media and Communications:

- Develop and implement a social media strategy to enhance PBN's online presence and engagement.
- Create, schedule, and post content across PBN's social media platforms (e.g., Facebook, Instagram, and LinkedIn).

- Monitor social media channels and respond to inquiries and comments in a timely manner.
- 4. **Office Management:**
 - Handle correspondence, scheduling, and administrative support for the Executive Director and other staff members.
 - Monitor and respond to general inquiries made to PBN (phone calls, voicemail messages, and emails received at our general email addresses).
 - Manage office supplies and equipment, including ordering and maintenance.
 - Oversee office operations to ensure a well-organized, efficient, and welcoming environment.
- 5. **Program Support:**
 - Provide administrative support to the Pro Bono Director and Deputy Pro Bono Director, including coordinating volunteer orientations and training sessions.
 - Assist with the organization and execution of volunteer events and activities.
- 6. **Additional Duties:**
 - Check the post office box weekly.
 - Participate in weekly staff meetings, and regularly scheduled meetings for the Development department and Program department.
 - Assist with special projects and other duties as assigned.
 - Collaborate with team members to support PBN's mission and goals.

Qualifications:

- Preference for 2 years of experience in office management, database management, or a related role in a nonprofit setting.
- Experience with database management systems and generating reports.
- Strong organizational and multitasking skills with excellent attention to detail.
- Effective written and verbal communication skills.
- Experience in social media management and content creation.
- Ability to work independently and as part of a team in a hybrid work environment.
- Proficiency in Microsoft Office Suite, Google Drive, and familiarity with graphic design tools (e.g., Canva) is a plus.
- Passion for social justice and commitment to the mission of Pro Bono Network.

Supervision:

The Operations and Development Associate will report directly to the Executive Director.

Application Process: Please email resume and cover letter with the subject “Application: PBN Operations and Development Associate” to info@pro-bono-network.org. Applications will be accepted until the position is filled, with priority given to applications received by August 19, 2024.

By joining Pro Bono Network, you will be part of a dedicated team working to make legal assistance accessible to all. If you are passionate about volunteerism and social justice, we encourage you to apply for this rewarding position.