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Pro Bono Network
Part-time Development Consultant

Pro Bono Network 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 an informal, collaborative and supportive work environment, with six part-time staff and two consultants. We also have college interns and volunteers occasionally working in the office. Staff and consultants currently work primarily remotely, but all staff come in 1-2 days a week. 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.

Position description: Pro Bono Network is seeking a part-time Development Consultant. This position will be an independent contractor, for 13 hours per week. The Consultant will occasionally work on-site at PBN, but primarily will work offsite at their own location. Consultant will be paid an hourly rate of \$25.

The consultant will work with the Director of Development on the following:

Donor Management System

Work with donor records in the Little Green Light donor database. Update contact information, relationships and donation records, and coordinate with the bookkeeper. Set up and assist with annual appeal database issues.

Fundraising Event

Support chairpersons and staff on the planning and execution of annual fundraising event. Identify options for location, entertainment, caterer and other event components.

Corporate and Event Sponsorships

Research, identify and develop prospect lists of businesses and key community members in order to solicit sponsorships and donations, revise sponsorship packets as needed.

Grant Prospect Research

Assist with identifying potential grants and foundations that fit PBN mission and services.

Qualifications: Bachelor's degree or equivalent required. Prior non-profit experience preferred, including prior development experience in at least two of the four task areas above. Should be very detail oriented, organized, efficient, have excellent verbal and written communication skills, and work well independently. Familiarity with Google Suite, CRMs, Zoom, Office Suite. Training will be provided in Little Green Light, but general CRM experience is desired.

Application procedure: Please email resume and cover letter to heena.musabji@pro-bono-network.org. Include your availability to start, and two professional references. References will not be called without notice. Position will be posted until filled, with priority given to applications received by December 23, 2022. Anticipated start time is mid-January.