POSITION ANNOUNCEMENT

DEVELOPMENT ASSISTANT

The Environmental Law and Policy Center (ELPC), seeks to hire a full time Development Assistant to work in our Chicago office. The position is an excellent opportunity for a dedicated person to be a key contributor to ELPC’s development team while learning about the Midwest region’s environmental, clean energy and natural resources preservation issues and gaining fundraising experience.

ORGANIZATION

The Environmental Law & Policy Center is the Midwest’s leading environmental legal advocacy organization. We are a public interest advocacy nonprofit that enacts substantive environmental change, from the Great Lakes to the Great Plains. We work to improve people’s lives at the local, state, and national level. We believe that when we improve the environment, we bolster the economy. Our staff is made up of extraordinary individuals who work together across disciplines and offices to solve the most pressing environmental challenges of our times. Please visit www.ELPC.org.

RESPONSIBILITIES

The Development Assistant will support ELPC’s development program in all fundraising activities. They will report to the Chief Development Officer and works as part of ELPC’s development team to raise funds from foundations and individual major donors. Job responsibilities include:

- managing development database records, processing donations and producing internal development reports;
- assisting with submission and tracking of foundation grant proposals/reports and direct mail appeals;
- conducting foundation and major donor prospect research;
- direct solicitation of contributions;
- assisting with coordinating events, including the annual fundraising gala.

The candidate will work in ELPC’s downtown Chicago office, but work remotely during COVID-19.

QUALIFICATIONS

This position requires at least one year of relevant experience in a nonprofit or environmental advocacy organization, a Bachelor’s degree, solid information gathering and writing skills, and a high level of familiarity with Microsoft Office. Prior development experience and experience with donor/customer databases are highly valued. The ideal candidate will be very organized, have excellent interpersonal and communication skills, and demonstrate a personal interest in environmental issues and nonprofit fundraising. He or she must be able to
work productively with a team of skilled professionals in a fast-paced deadline-driven environment where attention to details and follow-through are critically important.

**SALARY**
Commensurate with experience and with ELPC’s salary structure that is competitive with other large public interest environmental organizations. ELPC offers excellent medical, dental, wellness and 403(b) benefits, in addition to other benefits. Excellent benefits provided.

**APPLICATION PROCESS**
Applicants should send: (1) a cover letter, (2) a resume; and (3) contact information for two professional references to: developmentassistant@elpc.org with “Development Assistant” in the subject line. Telephone inquiries are not accepted. ELPC is an equal opportunity employer and is continually seeking to diversify its staff. Diverse candidates are strongly encouraged to apply.