

Position Announcement

Position Title: Development Specialist

Posting Number: 202506-404

Salary: Starts at \$42,000, commensurate with experience

Reports to: Annual Fund Manager

Employment Type: Full-Time, Non-exempt

Location: Raleigh, North Carolina (Administrative Office)

Travel Expectations: 5 – 10% within the state

Application Deadline: Open until filled

Who we are: Legal Aid of North Carolina is a statewide, nonprofit law firm that provides free legal services in civil matters to low-income people to ensure equal access to justice and to remove legal barriers to economic opportunity. Legal Aid is an innovative, creative, progressive, and efficient civil legal service provider to the poor, working towards an inclusive justice system of equal access. All voices are valued, heard, and respected.

Legal Aid of North Carolina is the only statewide legal services organization serving low-income people in all 100 counties. It is the third largest law firm in North Carolina, employing over 400 attorneys and professional staff and serving over 40,000 people each year. It has offices located in 23 counties throughout the state.

Why this role matters: The work performed by the Development Specialist will support and continue to help build out a comprehensive development program.

Who we are looking for: Legal Aid of North Carolina is looking for an individual with experience using fundraising CRM systems, has a high level of attention to detail, and a passion for the role philanthropy plays in access to civil legal justice across the state.

What you will do:

Fundraising & Donor Engagement

- Manage donor acknowledgments, stewardship efforts, and engagement activities.
- Support relationship-building efforts with individual, corporate, and foundation donors.

Grant & Proposal Support

- Assist in maintaining grant pipeline reporting in CRM database by working in collaboration with Development and Finance team members.

Data & Development Operations

- Manage and maintain donor and fundraising data, ensuring accuracy and best practices in CRM usage.
- Generate reports and track key fundraising metrics.
- Support gift processing, database segmentation, and donor recognition efforts.
- Manage online giving platforms and their integration with CRM.

Communications & Events

- Assist with donor communications, including newsletters, appeals, and impact stories.
- Support planning and logistics for donor events.
- Help create content and materials to support fundraising and donor engagement.

Innovation Lab Development and Communications

- Support Innovation Lab-specific communications and media to engage donors and technology partners.

What you will bring to Legal Aid of North Carolina:

- Bachelor's degree (preferred)
- 1-2 years development or nonprofit experience
- Experience with Blackbaud CRM preferred
- Excellent attention to detail, high degree of accuracy in data entry
- Analytical and problem-solving skills and a learner's mindset, eager to become a CRM master
- Comfortable and able to communicate with diverse donors and volunteers
- Team player with strong interpersonal skills
- Exercise creative and critical thinking
- Ability to handle multiple projects, set priorities, and meet deadlines.

What we offer:

- Competitive salary and benefits package
- 401(k) retirement plan
- Flexible work environment with the ability to work from home up to two days per week
- Paid time off and holidays
- Paid parental leave
- Disability insurance
- Life insurance
- Professional development opportunities

How to apply:

Legal Aid of North Carolina believes all our professionals bring unique approaches and ideas to solving problems and advancing our mission.

If this is the work environment you would like to join, we invite you to apply for this wonderful opportunity. Please submit a cover letter and resume with the subject line “**Development Specialist**” and the posting number to: jobs@legalaidnc.org. Professional reference checks and a pre-employment background check will be conducted as a condition of employment.

Legal Aid of North Carolina is an equal opportunity employer. We welcome all qualified individuals to apply and are dedicated to ensuring that selection is based solely on relevant qualifications and experience. We strongly encourage candidates with lived experience in the communities we serve to apply.