



Development Assistant

Part-Time (5-10 hours/week)

The Connecticut Veterans Legal Center (CVLC) is seeking a **Development Assistant** to support the ongoing administrative needs of the Development and Communication team. This person will play a critical role in the success of the department, which raises \$2.5 million annually to ensure all low-income Veterans in Connecticut have access to free legal services.

Primary Roles & Responsibilities

- Manage gift processing and the donor database (Salesforce), including data entry for all contributed revenue (including individual, corporate, grant, and contract income)
- Prepare reports and mailing lists as required
- Data Hygiene, including periodic clean-up of Salesforce
- Prepare donor acknowledgment letters for mailing (letters and envelopes), using provided templates
- Track grant application and report deadlines
- Support administrative needs for special events (The Ride for Our Vets, Saluting Service, private donor events, etc.)
- Provide additional administrative support for Development and Communications department, as needed

Required Skills and Experience

- Experience with Data Entry and fundraising software, tech savvy and adaptable to new platforms—experience with SalesForce a strong positive, but not required
- Keen attention to written detail and Standard American English Grammar
- Familiarity or ability to learn Google Suite (Google Calendar, Google Sheets, Gmail)
- Familiarity or ability to learn Microsoft Office suite (Excel, Word, MailMerge)

Compensation: This is a part-time (5-10 hour/week) position, paid hourly at **\$20-25/hour** based on candidate's experience and skill level at time of hire. Because this position is part-time, no additional benefits are provided.

Location: CVLC's Admin Office, 265 Church Street, New Haven CT

*Hybrid/partial work from home schedule is possible for a candidate with proven experience. Candidate must be based in Connecticut and be prepared to work in-person for all or a portion of their work.

Schedule: Final work schedule to be determined upon hire to fit the needs of the organization and the candidate. This role is expected to work 2-3 days a week, but hours may be spread across 5 days a week.

To apply: Send resume and brief cover letter explaining why you are interested in this position to applicants@ctveteranslegal.org.

Veterans, Military Spouses, and other members of the military community are strongly encouraged to apply. Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications.

We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

About CVLC: We are a dynamic group of client-centered advocates. The results we get for our veterans are some of the best in legal aid, and we all play a part in making that happen. We are collegial and collaborative; we all pitch in as needed. Our teamwork is a hallmark of our organization. CVLC is the first legal aid program in the country to form a medical-legal partnership with the VA. This partnership integrates legal help into VA mental health, housing and addiction services. Our work occurs where veterans law intersects with economic and racial justice, human rights, and mental health.

CVLC MISSION

Connecticut Veterans Legal Center's mission is to empower, support, and improve the lives of Connecticut Veterans by providing free legal assistance to help them overcome legal barriers to housing, healthcare, income, and recovery.

CVLC VISION

Connecticut Veterans Legal Center's vision is for all Connecticut Veterans to thrive and contribute to their communities with a sense of self-worth and dignity.