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lakidsrights.org

Development Associate

The Louisiana Center for Children's Rights (LCCR) seeks a Development Associate for its development department. Primary responsibilities include collaborating with the Development Director on grant research, planning, preparation of grant proposals and formal grant applications, stewardship of foundation relationships, and the completion and timely submission of grant reporting requirements. The Development Associate will work with internal programs to help identify funding needs, and maintain a sound knowledge of the organization in order to accurately represent LCCR when interacting with funders on LCCR's behalf.

Organizational Overview

LCCR is a non-profit law office that fights to keep children out of the legal system so they can thrive in their homes and communities. We both represent individual children in their court cases and address the systemic issues that trap mainly poor, Black youth in the legal system.

Juvenile Defense: As the juvenile public defender in New Orleans, our Children's Defense Team represents over 90% of children in the city who come into contact with the juvenile legal system. We provide each child with a holistic team – a lawyer, social worker, investigator, and youth advocate – to address both the causes and consequences of an arrest.

Juvenile Life Without Parole: We represent the majority of Louisianans who are facing or serving life without parole sentences for crimes they committed as children, which the U.S. Supreme Court has ruled unconstitutional in all but the rarest cases. We know that children can and do change for the better, so we fight for their second chance.

State and Local Advocacy: We advocate for policies that reduce the number of children in the legal system and provide better alternatives to arrest and incarceration. For the kids who do enter the system, we support policies that keep them safe, protect their rights, and get them home as soon as possible.

Position Responsibilities

The Development Associate will manage the annual grants calendar of submission and report due dates; research, draft, and submit grant proposals and supporting documents based on the funding requirements of the organization (governmental and non-governmental); maintain grant records and submit reports; coordinate financial reporting with the Finance Department; oversee thank you letters and recognition for grant funders; assist in the editing/proofreading of other external fundraising communications; and play supporting role in the execution of fundraising events.

Selection Criteria

The Development Associate must have a deep commitment to LCCR's mission and the ability to articulate our mission and advocate for our work in a compelling way. Candidates must have

exceptional communication skills, including the abilities to write and speak persuasively and communicate effectively with a broad range of diverse populations. Additionally, candidates must have strong organizational and project-management skills; the ability to lead and participate in multiple initiatives simultaneously; a track record of careful and conscientious attention to detail and completion of projects on deadline; the ability to work both independently and collaboratively. Completion of a four-year college degree is required, as is proficiency with Microsoft Word and Excel. Preferred but not required: previous grant writing and/or nonprofit experience; familiarity with the New Orleans funding landscape; and familiarity with the juvenile legal system and its reform landscape both locally and statewide.

Salary and Compensation

The position offers a salary of \$40,000-\$50,000 depending on years of experience and based on an established pay scale. LCCR offers employee benefits that include generous paid time off, 100% employer covered health insurance (including dental and vision) for employee + spouse or children, 403B retirement plan, and paid parental leave. This position is a hybrid of remote and in-office work. This position is full-time, and no other compensated work is permitted.

To Apply

Please provide a resume, cover letter, one-page writing sample, and three professional references to jobs@lakidsrights.org. In subject line of the email, please write “Development Associate.” Applications will be considered on a rolling basis and the position will remain open until filled.

LCCR values diversity and is an equal opportunity/affirmative action employer. People of color, women, LGBTQ persons, people with disabilities, and those directly impacted by the legal system are encouraged to apply for all positions.