

EAST BAY COMMUNITY LAW CENTER  
JOB ANNOUNCEMENT  
DEVELOPMENT / ADMINISTRATION FELLOW

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The East Bay Community Law Center (EBCLC) is a non-profit organization founded in 1988 to provide high quality legal services to low-income clients and educational opportunities for law students and community volunteers. EBCLC is currently the largest provider of legal services for low-income residents in the East Bay and UC Berkeley Law School's community-based legal services clinic. EBCLC has five practice areas: Clean Slate, Neighborhood Justice, Income Support, Health and Immigration, and Housing & Eviction Defense.

The Development/Administration Fellow is a one-year internship opportunity for individuals interested in learning about the fundraising and administrative aspects of non-profit organizations. The Fellow will work closely with EBCLC's Development and Administrative staff to support all aspects of raising funds for a \$2.5 million annual budget, managing and tracking government grants and other public funding, maintaining development and program-related databases, and general non-profit operational functions. The ideal candidate will demonstrate a strong commitment to non-profit organizations, social justice, and a willingness to learn through doing. Depending on funding, the fellow position may be extended for a second year.

**Primary Responsibilities:**

- Support Development Department by assisting with all or some of the following areas:
  - Writing grant proposals and applications to foundation, corporate, and governmental sources of support.
  - Soliciting charitable contributions from individuals, law firms, and other corporations, including major donors, through regular calendar of mailings.
  - Direct mail solicitations of new potential donors.
  - Producing special events for the purpose of raising funds and raising public consciousness of the work of the organization.
  - Researching new prospects for institutional and individual support.
  - Maintaining database used for tracking and recognizing all donations and prospects for charitable giving.
  - Maintaining up-to-date paper and electronic files on all aspects of development activities.

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- Support Administration Department by assisting with all or some of the following areas:
  - Monitoring and reporting on grants and contracts
  - Researching new public sources of funding
  - Maintaining client case management database used for reporting outcomes to practice areas and funders
  - Developing special reports as needed programmatically or to satisfy funder requirements
- Participate in other aspects of EBCLC's operations as required by supervisor.

**Minimum Qualifications:**

- Excellent oral and written communication skills; experience in public speaking a plus.
- Strong attention to detail and demonstrated organizational abilities.
- Demonstrated ability to follow written and oral instructions.
- Demonstrated ability to prioritize and handle multiple projects.
- Demonstrated ability to work both independently and as part of a team.
- Experience with word processing, spreadsheet, database and Internet research programs.
- Ability to work effectively with a diverse range of groups, including low-income clients, women and clients of color, students, service providers, elected officials, court staff, foundations, non-profit organizations, and law school faculty.
- Background in non-profit, community-based fundraising desirable.

**Salary:**

Competitive public interest salary; generous benefits package included.

**Application Procedures:**

Submit applications by email to [jobs2@ebclc.org](mailto:jobs2@ebclc.org); by mail to East Bay Community Law Center, 2921 Adeline Street, Berkeley, CA 94703; or by fax to (510) 548-2566. Applications should include a brief cover letter, resume, and three references. Deadline for receipt of applications is Sunday, August 8, 2010.

EBCLC is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, religion, age, ethnic background, sex, disability or sexual orientation. People of color, women, sexual minorities, and people with disabilities are strongly encouraged to apply.