



Summer 2019 Development Assistant Practicum

ArchCity Defenders is a nonprofit civil rights law firm providing holistic legal advocacy and combating the criminalization of poverty and state violence against poor people and people of color. ACD uses direct services, impact litigation, and policy and media advocacy as its primary tools to promote justice, protect civil and human rights, and bring about systemic change on behalf of the poor and communities of color directly impacted by the abuses of the legal system.

While continuing to provide holistic legal advocacy to the indigent in St. Louis, ArchCity Defenders is working on broad-based change to the St. Louis region's criminal legal system. One way we advance this agenda is through the use of impact litigation. Although the litigation has become one effective tool for change, ArchCity Defenders remains dedicated to representing our clients and changing the lives of our clients on an individual basis. To this end, we provide direct representation in housing, elder, consumer, family, criminal, and other areas of the law. However, none of ACD's work would be possible without the Development team's work educating grantmakers, foundations, and donors about the organization's mission, initiatives, and services and the issues important to our client community.

The development assistant practicum offers a unique experience for a student, as there is a great deal of autonomy within this position. A successful practicum student needs to be assertive, resourceful, independent, persistent, empathetic, proactive, and flexible. They will need to take initiative, use problem-solving skills, see projects through to completion, become a strong advocate for ACD's work and mission, and feel comfortable interacting with staff, clients, and donors. ACD offers practicum students the opportunity to become familiar with the legal and social service programs at ACD while gaining hands-on fundraising experience.

RESPONSIBILITIES

- Learn about the local and national funding landscapes
- Research grants and other funding opportunities and write proposals
- Communicate with clients, staff, and donors
- Assist with planning, preparation, and support for fundraising meetings and events
- Strategize fund development approaches with the development team
- Developing positive working relationships with stakeholders to support fundraising efforts
- Providing community education regarding the mission of ArchCity Defenders
- Follow all ethical standards of NASW Code of Ethics
- Perform any other duties as assigned to help the development staff do its best work



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QUALIFICATIONS

- Proficiency in Microsoft Office Suite
- Excellent written and verbal communication skills
- Excellent research and writing skills
- Excellent interpersonal and communication skills
- Detail-oriented approach to working in a team-driven organization
- High capacity for problem solving and self-direction and the ability to work independently within time constraints
- Flexible and able to respond appropriately to ACD's changing needs
- Commitment to racial and economic justice and systems change
- Cultural awareness and sensitivity toward diverse populations; awareness of structures of power, privilege, and oppression
- Occasional evening and/or weekend hours may be required

All internships are volunteer positions. However, ACD will work with students who secure funding from outside sources or to obtain class credit where available.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants.

To apply, please send cover letter, resume, and one-page writing sample as one PDF to Mykael Ornbaun, Grant & Program Associate, at MOrnbaun@archcitydefenders.org. Please reference [Summer 2019 Development Assistant Practicum] in the email subject line.

Applicants are encouraged to submit materials as early as possible as decisions will be made on a rolling basis. Applications will be accepted until the position is filled.