LEGAL SERVICES of NORTHERN CALIFORNIA

JOB ANNOUNCEMENT
(Please Post)

Communications and Development Manager
Full-Time/Permanent

To Apply: Please send cover letter describing interest in the position, résumé, and three professional references (including name, title, telephone number and email) to:

Julie Aguilar Rogado, Executive Director
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814
jaguilar@lsnc.net
If sending your application via email, please attach materials as a single PDF.

Priority Application Deadline: November 20, 2026

Preferred Start Date: December 1, 2026

Location: Sacramento preferred (any LSNC field office)

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal services to low income individuals, older adults, and persons with disabilities in 23 northern California counties. LSNC has eight field offices and several special projects, some with expanded geographic service areas. LSNC is anchored to its anti-poverty mission and is looking to fill this new role with someone who is eager to amplify the voices of our clients, staff and partners in innovative and effective ways. LSNC values diverse perspectives and experiences, and we welcome all qualified applicants to apply.

About the Opportunity
LSNC seeks a Communications and Development Manager who will strengthen LSNC's external voice to benefit clients, community members, pro bono partners, funders, and others with important updates related to the law, community events, program initiatives and general awareness of LSNC's vital legal services across the region. This role will closely collaborate with the pro bono manager in strengthening awareness of LSNC's programs and client community needs with the private bar, and fostering important relationships in support of LSNC's mission, to utilize all available resources in its delivery of legal services that empower communities to identify and defeat the causes and effects of poverty.

The Communications and Development Manager will have the opportunity to collaborate with all LSNC offices and projects, managers and organizational leadership to support staff in their efforts to share LSNC client stories and illustrate LSNC's work with a sense of both urgency and compassion. The role will elevate LSNC's impact by sharing accurate and accessible information to our communities, partners and funders in

a variety of written, audio, visual and other communication formats.

Responsibilities

- Guide and support LSNC's offices, projects and leadership teams in sharing clear, compelling, accurate and mission-aligned communications.
- Lead and execute LSNC's direct mail campaigns, newsletters, and annual report to elevate the visibility of LSNC's services and advocacy efforts.
- Manage LSNC's digital communications, including website content, external emails, and social media presence.
- Develop and advance strategic communications and engage with the public, including the media, partners and funders.
- Support offices and managers in the development and implementation of legal education, outreach, and know-your-rights campaigns.
- Ensure professionalism, consistency, accessibility and accuracy across all communications.
- Track communications metrics and use data to refine and improve messaging, education, and outreach strategies.
- In collaboration with LSNC leadership and the pro bono manager, help to build and maintain meaningful external relationships with community organizations, legal services organizations, partners, funders and the private bar to maintain awareness and foster LSNC support.
- Engage with the Board of Directors and other key staff with updates and help implement mission-aligned development and communications goals, including planning and facilitating fundraising events and activities.
- Support the program in finding, securing and maintaining grants, donations and other support for the development and support of program priorities.
- Work with LSNC's Executive and Finance Office staff to ensure the financial integrity of the program, including assistance with development, administration, tracking and reporting on applicable grants, donations and activities.
- Collaborate with LSNC's technology team to explore and utilize technology and related tools to strengthen communications and program support.
- Represent LSNC at appropriate public-facing meetings, gatherings, outreach and education events.
- Remain apprised and current on practices in communications and development and perform other related tasks as assigned.

Qualifications

- At least three (3) years of marketing, communications, media relations, grant writing/development, fundraising, or nonprofit community outreach/engagement experience. Or, a juris doctorate degree with relevant communications, development, nonprofit or legal aid experience.
- Bachelor's degree in Public Relations, English, Journalism, Communications, or similar discipline preferred, but not required with equivalent professional experience or with a juris doctorate degree.
- Exceptional verbal and written communication skills.
- Proficiency with Microsoft Office and comfort with other technology and web-based programs.
- Demonstrated commitment to social justice and advancing equity, along with a practice of advancing principles of equity, diversity and inclusion within the workplace.
- Enthusiasm to support the pursuit of LSNC's anti-poverty mission.
- Strong ability to multitask and prioritize various projects and deadlines.
- Ability and eagerness to collaborate and work well across programs and teams.

- Excellent judgment and discretion, along with interpersonal, management, and organizational skills that earn respect both internally and with external partners.
- High emotional intelligence and cultural competency, which includes being cognizant of bias, compassionate, receptive to input from others, and open to ongoing learning and growth.
- Ability to work occasionally on evenings and weekends. Reliable transportation and the ability to travel periodically to LSNC offices, community and pro bono partner meetings, conferences and other locations throughout LSNC's service area.

Salary: Attorney $8,750 (Step 1) to $9,583 (Step 10) per month, DOE
Non-Attorney $6,973 (Step 1) to $8,709 (Step 10) per month, DOE
See LSNC's Policy on Salary Scales and Scale Placement at www.lsnc.net/jobs

Benefits: LSNC offers a variety of benefits including employer paid health coverage for the employee, a 401(k) plan with an escalating employer match and assistance with law school loan repayment.

LSNC provides a bilingual bonus for employees who speak a second language, other than English, commonly spoken by clients when the second language is used on the job for which the person is employed.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY.