

# NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

## Job Description

<b>Position Title:</b> Director of Development & Communications	<b>Position Level:</b> Department Director
<b>Department:</b> Development	<b>Reports to:</b> Executive Director

### **ABOUT THE ORGANIZATION:**

The National Law Center on Homelessness & Poverty (Law Center) is the only national organization dedicated solely to using the power of the law to prevent and end homelessness. Our attorneys fight for society's most vulnerable members in courtrooms and the halls of legislatures. Through impact litigation, policy advocacy, and public education, the Law Center addresses the root causes of homelessness at the local, state, and national levels. Recent court victories and a growing new campaign make this an especially critical and exciting time for this innovative organization.

### **OVERVIEW:**

The Law Center seeks a smart, energetic, and committed Director to lead the development and communications efforts required to sustain and grow the Law Center, which currently operates with an annual budget of \$1.2 million, augmented by over \$6 million in donated legal services. The Director will join the management team and work with a dedicated and inspiring team of professionals. Reporting to the Executive Director, the Director of Development & Communications will lead a strategic, comprehensive program to maintain, increase and diversify support from sources including: annual and major gifts, special events, corporations, law firms and foundations. The Director will also develop and oversee a strategic, public-facing communications program to grow community awareness and support of the Law Center, including a monthly e-newsletter, website, annual report and other materials, social media platforms, and a robust media relations program.

**SPECIFIC RESPONSIBILITIES:** Together with agency leadership, the Director will develop and drive implementation of a comprehensive fundraising and communications plan to sustain and grow the annual budget and to promote program goals. Specifically:

- With the support of the Legal Director and other program staff, prepare foundation proposals and reports; maintain and grow relationships with foundation officers; identify and cultivate new foundation prospects
- Maintain, cultivate, steward and grow major and annual donors; identify and develop new potential supporters
- Steward current supporters; identify, cultivate and solicit additional corporate supporters
- In collaboration with the Law Center's Pro Bono Counsel, maintain and grow support from law firms and corporate legal departments; identify and cultivate individual lawyers for support
- Lead major annual fundraising event, including securing sponsorships and working with and supporting the event committee; lead smaller cultivation events

- With the support of the Communications Associate and program staff, ensure all Law Center communications are consistent with the organization's brand and support fund development goals, including: monthly e-newsletter, annual report; and other materials; website; and social media presence
- Supervise and support the Communications Associate in responding to media requests, arranging interviews and issuing press releases (in collaboration with program staff) to promote Law Center successes, positions and priorities
- With the Executive Director, support the Board of Directors, committees, and volunteers involved in fundraising
- Partner with the Executive Director to manage her role in cultivating, soliciting and stewarding donors
- Oversee all fundraising systems, including the donor database; ensure donor reports, recognition and timely acknowledgments are completed; collaborate with Operations Manager to ensure donor data and accounting reconciliation
- Supervise the Development Associate, the Communications Associate, two AmeriCorps VISTAs, and several interns; dotted line to Pro Bono Counsel
- Work with the Executive Director to promote a culture of philanthropy throughout the organization

### **QUALIFICATIONS:**

A successful candidate must have at least 5-7 years of experience and proven success with fundraising. More specifically, s/he must:

- Have a proven track record in building and maintaining a robust donor base with expertise in fundraising from multiple donor channels
- Be a clear, precise writer and a good oral communicator
- Have excellent analytical and research skills
- Possess strong interpersonal skills, including the ability to listen effectively
- Be extremely organized and detail oriented with the ability to prioritize and multi-task
- Be a team player who enjoys working collaboratively
- Work well in a small, extremely fast-paced and deadline-driven environment
- Have the ability to manage staff and an interest in mentoring and motivating a strong development team
- Have the ability to develop and oversee communication strategies across various platforms including print, websites, and media and social media
- Have working knowledge of e-Tapestry or similar CRM software
- Be able to travel and work occasional evenings and weekends as needed
- Have a strong commitment to social justice and poverty issues; experience fundraising for social justice or legal advocacy organizations are pluses

### **SALARY AND BENEFITS:**

Salary: Commensurate with experience.

Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

**APPLICATION PROCEDURE:**

Send cover letter, resume, a brief writing sample and salary requirements to [HR@nlchp.org](mailto:HR@nlchp.org) with “Development Director, Last Name\_First Name” in the subject line. No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities, persons with disabilities, and persons who have experienced homelessness and poverty are encouraged to apply.

**APPLICATIONS DEADLINE:** Applications will be reviewed on a rolling basis until filled.