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# NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

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## Job Description

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

### **ABOUT THE ORGANIZATION:**

The National Law Center on Homelessness and Poverty (NLCHP) is the only national legal advocacy organization dedicated to preventing and ending 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.

### **OVERVIEW:**

The Law Center is seeking a smart, capable, and committed director to assume the leadership of its development activities. The Director of Development will join the management team of this innovative organization and work with a dedicated and inspiring team of professionals. Reporting to the Executive Director (who founded the Law Center 25 years ago), the Director of Development will lead a comprehensive fundraising effort to maintain, increase and diversify financial resources and will oversee the Law Center's communication's efforts. Working closely with the Executive Director, the Director of Development will design and drive fund development efforts to meet annual operating revenue goals in the range of \$1.25-1.5 million from a variety of sources including annual and major gifts, special events, corporations and foundations. The goal for the Director of Development will be to increase revenue by 25% over the next 3 years to support the Law Center's programs.

### **SPECIFIC RESPONSIBILITIES:**

Using the recently created development plan, the new director will build upon current fund development programs; establish goals and benchmarks for evaluation; and ensure that appropriate systems and procedures are in place to support fundraising goals. More specifically, the Director will:

- Lead, manage, and implement all aspects of major and annual giving, law firm, corporate and foundation giving, and special events This will include managing a portfolio which should grow to about 75 major donors and top foundation funders.
- Identify, cultivate, solicit and steward institutional and individual prospects and donors.
- Partner with the Executive Director to manage her role in cultivating, soliciting and stewarding donors.
- Work in concert with the Executive Director to support the Board of Directors, providing hands on guidance, coaching, motivation and training to engage and grow Board fundraising.
- Develop and manage fundraising events especially in regard to working with and supporting the event committee and securing sponsorships.

- Lead the preparation of high-quality development and communication materials, including fundraising appeals, case statements, grant proposals and reports, sponsorship proposals, and annual reports. Supervise the Development and Communications Associate, who provides support for development and communications activities and serves as media liaison.
- Collaborate with program staff on funding requests and reports, ensuring that program and development goals are coordinated and support each other. This includes participating in annual program planning.
- Ensure systems are in place and implemented to support development and communications goals and efforts, including overseeing gift processing, record keeping, and reporting processes, in collaboration and coordination with the Director of Operations.

### **QUALIFICATIONS:**

The successful candidate must have at least 3 years of experience and proven success with direct 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 strong, clear writer and oral communicator.
- Be skilled at communicating to support development and program goals. .
- 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 experience in managing staff and an interest in mentoring and motivating a strong development team.
- Be able to travel and work occasional evenings and weekends as needed.
- Have a strong commitment to social justice and poverty issues; similar past experience along with past experience fundraising for legal services 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 one-page writing sample (such as a solicitation letter; please do not send grant proposals), 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.