



## **JOB ANNOUNCEMENT DEVELOPMENT DIRECTOR**

*Opening Date: October 19, 2021. Closing Date: Applications accepted until position is filled.*

Neighborhood Legal Services Program of the District of Columbia (NLSP) has an immediate opening for a Development Director with experience in all aspects of development including major gifts, foundations, individual donor databases, events, and other development activities. The Development Director is responsible for the strategic direction of NLSP's development program and manages its overall financial growth and expansion, ensuring long-term financial stability for the organization.

The Development Director works closely with and reports directly to the Chief Development Officer. A successful candidate must possess the desire to be on the cutting edge in developing comprehensive strategies to continue and expand the reach of NLSP's development efforts. The ideal candidate will have a passion for helping the disenfranchised, specifically low-income (predominately minority) residents of the District of Columbia, securing access to justice, and protecting rights. The Development Director will play a significant role in building the organization's visibility, attracting donor and grant support, and producing successful fundraising activities.

### **QUALIFICATIONS**

- Bachelor's degree.
- A minimum of seven years of progressive experience in a development position with at least two years of management experience.
- Motivated self-starter with an ability to solve complex problems and a passion for philanthropy.
- Experience with managing annual fundraising events that raised at least \$500,000.
- Comfortable and adept at utilizing digital and social communication platforms.
- Experience in creating systems to increase the flow of information and streamline processes.
- Collaborative work style.
- Possess attention to detail and accuracy.
- Proven ability to plan and execute effective fundraising campaigns.
- Excellent written and oral communication skills.
- Experience with donor management software preferred.
- Ability to write and edit successful grant applications.

### **DUTIES AND RESPONSIBILITIES**

- Provide general oversight of all development activities.
- Manage the day-to-day fundraising operations and donor engagement.
- Work with the Chief Development Officer on developing an annual fundraising plan.
- Supervise workflow and assignments of two development professionals.

- Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of NLSP to attract and retain donors.
- Staff the Board of Directors' development committee.
- Oversee the staff member responsible for development and maintenance of NLSP's website to communicate the organization's work, accomplishments and client successes.
- Oversee the implementation of the annual fundraising event, *Jazz for Justice*, and other small fundraising gatherings.
- Oversee the organization's grant prospecting, reporting, and proposal writing process.
- Develop and maintain ongoing relationships with donors and current or potential foundation partners.
- Oversee the organization's development database.
- Create and execute a strategy for increasing NLSP's individual donor base.
- Plan, coordinate, oversee and/or implement all fundraising activities.
- Other duties as assigned.

### **COMPENSATION**

- Commensurate with experience.
- Generous benefits package including health insurance, disability, and retirement.
- Paid vacation, holidays, personal days and sick leave.

### **ABOUT NLSP**

Neighborhood Legal Services Program (NLSP) is a non-profit law firm that provides vigorous high quality civil legal services to low-income residents of the District of Columbia. For over 55 years, NLSP has provided legal assistance to low-income residents of the District of Columbia. Our assistance preserves safe and affordable shelter, stabilizes family relationships, protects victims of domestic violence, secures access to healthcare and public benefits and reduces barriers to employment for our clients. As we protect fundamental necessities for individuals and families, we also seek opportunities to achieve broader change and pathways out of poverty for many. Our neighborhood-based, service delivery model -- which includes three offices in Wards 5, 7 and 8 -- allows us to bring dedicated legal services attorneys and enthusiastic pro bono lawyers into low-income communities across the city.

### **APPLICATION PROCESS**

Interested persons should send a letter of interest, resume, contact information for three professional references, and a writing sample (no longer than 10 pages) to:

David Simmons, Chief Development Officer  
[David.Simmons@nlsp.org](mailto:David.Simmons@nlsp.org)

Please put "Development Director" in the subject line. Applications will be accepted until the position is filled.

### **NLSP IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Neighborhood Legal Services Program of the District of Columbia that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.