



Position Description

DEVELOPMENT MANAGER

NEIGHBORHOOD LEGAL SERVICES PROGRAM OF THE DISTRICT OF COLUMBIA

The Development Manager works closely with the Executive Director to assure a well-organized, effective development operation that maximizes NLSP's resources. She/he generates grant proposals and reports; manages special events; coordinates individual fundraising appeals; keeps the development operation up-to-date and organized; and tracks and reports fundraising data. The Development Manager also has responsibility for NLSP's communications, particularly those aspects related to fundraising.

POSITION REQUIREMENTS

1. Grounded in development fundamentals (1-2 years development experience) and eager to build skills and leadership in a variety of areas.
2. Excellent written and verbal communication skills.
3. Well organized and attentive to detail.
4. Generally tech savvy, with interest in/aptitude for communications activity related to development.
5. Demonstrated ability to work well with others in a collegial, dynamic environment.

PRIMARY RESPONSIBILITIES

- Ensure that grants and reports are submitted and respond to the requirements and interests of the funder
- Design, implement, and manage special events that are well-attended, well-organized, and inspirational/fun, and that generate the funds anticipated while staying within the planned budget
- Assure that the development effort is well organized and efficient; manage development infrastructure
- Generate fundraising appeals and communication to individual donors, building NLSP's donor lists, and increasing the number of donors and amount of funds contributed by individual donors
- Contribute to a successful law firm fundraising effort



- Develop and manage a lean but effective communications effort that sends a clear message and expands awareness about NLSP’s mission and work; provide oversight to communications interns/staff
- Partner with the Executive Director to create annual and strategic development plans, and grow Board development relative to fundraising

COMPENSATION: Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; and tax-free transit benefits.

ABOUT NLSP

NLSP is a private non-profit law firm whose mission is to provide vigorous and high quality, client-centered civil legal services to low-income residents of the District of Columbia. Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.’s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.

APPLICATION PROCESS

Interested persons should send a letter of interest, resume, and salary requirements by email to:

Barbara Laur, Interim Executive Director
Email: blaur@nlsp.org
Please put “Development Manager” in the subject line

Applications will be accepted until the position is filled. To receive full consideration, please submit your application by March 11, 2017.



NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program 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.

Neighborhood Legal Services Program
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