

# **JOB ANNOUNCEMENT**

## **COMMUNITY RELATIONS, GRANTS AND DEVELOPMENT MANAGER**

Opening Date: February 19, 2018. Closing Date: Applications accepted until position is filled.

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for a manager with experience in community relations, grants, and development activities. The Community Relations, Grants and Development Manager works closely with and reports directly to the Executive Director to chart a clear course for effectively communicating to our constituents, communities and partners who work with low-income residents of the District of Columbia. The successful candidate must possess the desire to be on the cutting edge in developing comprehensive strategies to ensure the continued and expanded reach of NLSP's services. The ideal candidate will have a passion for helping the disenfranchised, specifically low-income (predominately minority) residents of the District of Columbia, to secure access justice and "equalize the playing field." The person who fills this position will play a key role in building organization recognition in the community, drawing donor and grant support, and producing successful fundraising activities.

### **QUALIFICATIONS**

The successful candidate will possess:

- Bachelor's degree.
- 3 – 5 years' experience in each of the position focus areas, preferred.
- Comfortable and adept at utilizing digital and social communications platforms.
- Collaborative working style.
- Analytical skills and the ability to engage in strategic thinking.
- Proven ability to interact and communicate across a variety of stakeholder groups.
- Ability to independently manage workload including knowing when to escalate challenges.
- Superior organization skills with a high attention to detail and accuracy.
- Ability to develop excellent external relationships in the community.
- Ability to plan and manage effective fundraising campaigns.
- Excellent written and verbal communication skills.
- Ability to write competitive grant applications and reports.

### **DUTIES AND RESPONSIBILITIES**

- Develop and manage communications regarding outreach, events, donations, and fundraising campaigns.
- Generate social and print media, and plan events to increase the visibility and funding of Neighborhood Legal Services.
- Develop and maintain a professional website that highlights NLSP's accomplishments and client successes.
- In collaboration with the Executive Director, create NLSP's communications plan, and manage the plan's activities.

- Create a development plan.
- Identify new grant opportunities that match NLSP's priority areas and write competitive grant proposals.
- Monitor grant funded projects to ensure that all deliverables are met during the grant period.
- Write grant reports and ensure that grant submissions are completed in a timely fashion.
- Develop and maintain ongoing relationships with donors and current or potential foundation partners.
- Create and execute a strategy for increasing NLSP's base of individual donors.
- Plan, coordinate, oversee and/or implement all fundraising operations.
- Create, update, and manage NLSP's donor database.
- 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 50 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:

Karen A. Newton Cole, Executive Director

[KNewtonCole@nlsp.org](mailto:KNewtonCole@nlsp.org)

Please put "Community Relations, Grants and Development Manager" in the subject line. Applications will be accepted until the position is filled; however, interested applicants are encouraged to submit applications by March 12, 2018.