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Engaging Communities • Eliminating Barriers • Securing Justice

## JOB ANNOUNCEMENT DEVELOPMENT DIRECTOR

The 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.

*Opening Date: February 21, 2025. Closing Date: Open until filled.* However, applicants are encouraged to submit resumes by April 28, 2025, at which time applications will be reviewed. All subsequent submissions will be reviewed as received.

### ABOUT NLSP

NLSP is a non-profit law firm that has provided vigorous high quality legal assistance to low-income residents of the District of Columbia for the past 60 years. 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 two offices in Wards 5 and 7 and a future office in Ward 8 -- allows us to bring dedicated legal services attorneys and enthusiastic pro bono lawyers into low-income communities across the city.

### DESCRIPTION

The Development Director works closely with and reports directly to the Executive Director. 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. 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 "equalizing the playing field." The Development Director will play a significant role in building the organization's visibility, attracting donor and grant support, securing sustainable funding, and producing successful fundraising activities.

### RESPONSIBILITIES

#### Strategic Fundraising and Development

- Provide general oversight of all development activities.
- Lead the organization's fundraising efforts.



- Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of NLSP.
- Work with the Executive Director, Finance Department and Board of Directors to develop multi-year funding strategy.
- Oversee the implementation of the annual fundraising event, *Jazz for Justice*, and other fundraising campaigns and gatherings.
- Oversee the organizations 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.

#### **Board Engagement**

- Staff the Board's development committee.
- Work with the Executive Director to deepen the board's understanding of NLSP's work, ensuring board members are engaged and energized by their association with the organization.

#### **Organizational Leadership**

- Supervise workflow and assignments of three development professionals.
- Manage the day-to-day fundraising operations and donor engagement.
- Provide regular updates to the Executive Director and Board of Directors on fundraising progress and challenges and make recommendations for course correction as needed.

#### **Communications**

- Oversee the development and maintenance of NLSP's website to communicate the organization's work, accomplishments, social media sites and client successes.
- Oversee the organization's annual report.

**This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of duties or responsibilities associated with the position.**

#### **QUALIFICATIONS**

- Bachelor's degree.
- A minimum of five years of progressive experience in a development position with at least two of those years of experience in managing staff.



- 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.
- Proven ability to plan and execute effective fundraising campaigns.
- Ability to write and edit successful grant applications.
- 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.
- Excellent written and oral communication skills.
- Experience with donor management software preferred.

### **SALARY AND BENEFITS**

Competitive salary commensurate with experience, ranging from \$110,250 - \$130,000. Benefits package includes 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; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

### **APPLICATION PROCESS**

Applicants will be asked to respond to the following screening questions when submitting their package.

1. Are you legally authorized to work in the United States?
2. Have you completed a bachelor's degree, or advanced degree?
3. Do you have at least five years of progressive experience in a development position?
4. Do you have at least two years in a leadership position?

Applicants must send a letter of interest, resume, contact information for three professional references and a writing sample (no longer than 5 pages) to:

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



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Please include “Development Director Application” in the subject line. Please also include in your letter of interest where you saw this job posting (e.g., LinkedIn, Idealist, etc.) Applications will be accepted until the position is filled; however, interested persons are encouraged to submit packages by April 28, 2025, at which time applications will be reviewed. All subsequent submissions will be reviewed as received.