



## **Director of Development**

The Lawyers' Committee for Civil Rights Under Law (Lawyers' Committee) seeks an experienced and ambitious fundraiser to serve as our Director of Development. This position requires a skilled professional who can shape and direct a major gifts program at a national racial justice organization. The Lawyers' Committee has played a central role in the nationwide, nonpartisan struggle for racial justice since 1963, and we continue to combat attacks on civil rights using litigation strategies and the courts.

This is a momentous time to join the Lawyers' Committee team, as we undergo a period of growth and expansion. In the past year and a half, we have launched projects in the areas of economic justice, criminal justice and hate crimes. These new projects reflect our strength, responsiveness and ability to evolve to deal with today's threats to civil rights.

A successful Director of Development will be able to act quickly, think creatively and work nimbly to maximize development opportunities and leverage our record of success, impact litigation and expanded agenda to support our continued growth.

Working closely with the Executive Director as part of the Executive Management Team, the Director of Development is responsible for designing and managing the Lawyers' Committee's fundraising program. The Director of Development will manage a talented development team and work to significantly broaden our major donor base and bring new prospects to the organization. The Director of Development will collaborate with and advise the Executive Director to build and manage a portfolio of major donors and prospects, while working with the Board of Directors and staff to enhance a culture of philanthropy. The Director of Development will oversee outreach to foundations and work to cultivate new relationships with a broad range of traditional, family and corporate-based foundations. In addition, the Director of Development will work to facilitate a successful annual fund drive, generate effective online fundraising appeals, increase current donor support and cultivate support from prospective donors. The Director of Development will also work closely with the Communications team to implement the organization's external-facing strategic communications agenda.

This is a unique opportunity for a candidate who is eager to lead and drive a growing development program and elevate it to the next level—all within an exciting work environment that values racial justice, diversity and inclusion. The position is full-time, based in Washington, D.C. and requires periodic travel.

To learn more about the Lawyers' Committee, please visit [www.lawyerscommittee.org](http://www.lawyerscommittee.org)

## **Roles and Responsibilities**

The Director of Development's responsibilities include:

- Developing and managing a comprehensive, strategic and donor-centered fundraising program that includes the setting of specific fundraising goals and targets for major gifts, annual support, grants and planned giving.
- Managing relationships with individuals, including Board members, major gift donors and prospects.
- Cultivating relationships with foundations, including traditional, family-based and corporate foundations focused on civil rights, racial justice and social justice.
- Collaborating on the planning and execution of special events, including our large-scale annual gala in New York City.
- Managing an independent Development team that works collaboratively to achieve sound, strategic development goals, while fostering the engagement of our uniquely large Board of approximately 200 practicing attorneys in the organization's fund development goals and priorities.
- Implementing effective systems for accurate, secure and confidential data and donor records, including donor recognition.
- Preparing monthly development plans and reports of all fundraising activities for the Executive Director and Board of Directors.
- Promoting and facilitating the engagement of the Board Development Committee
- Collaborating with the Communications team to develop and implement a communications plan, including development of messages, preparation of high-quality collateral materials and online appeals.
- Collaborating with the Accounting Team to perform regular reconciliations and prepare reports for project director staff and the Executive Director.

## **Experience and Qualifications**

The Director of Development must have:

- At least 10 years of experience in a complex, non-profit development program, including significant experience in major donor fundraising, planned giving, event management and grant writing, or equivalent experience with clearly transferrable skills. Knowledge of the social justice philanthropic community desired.
- B.A. required, M.A. a plus.
- A deep, passionate commitment to racial justice and to the Lawyers' Committee mission.
- A proven and broad record of fundraising success. Existing relationships with national foundations and corporate giving programs necessary.
- An ability to work independently and cooperatively, exhibiting patience, confidence, goodwill, good judgment and a commitment to excellence and accuracy.
- A faculty for handling stressful situations with grace and maturity, and the ability to maintain a professional demeanor at all times.
- Superb leadership, management, interpersonal, oral, and written communication and presentation skills. A demonstrated ability to communicate effectively, comfortably and respectfully with

donors, staff and community leaders, including the ability to synthesize and present complex legal themes and activities in a digestible and compelling way.

- Strong organizational and time management skills, with the ability to juggle and prioritize many concurrent tasks, manage a high-volume workload, pay extremely close attention to detail, adapt quickly to changing circumstances and meet moving deadlines.
- Experience and comfort with donor database management and systems for tracking donor history, interests and activity. Proficiency with online campaigns and appeals, Microsoft Office applications, database management and various web platforms.
- A respect and value of differences of race, ethnicity, age, gender, gender identity, sexual orientation, religion, ability and socio-economic circumstance.
- Knowledge of budgeting and financial management principles.
- Ability to work occasional irregular hours.

### **Application Procedure**

**To Apply:** Please submit a cover letter, resume, requested salary range and brief writing sample to [DevJobs@lawyerscommittee.org](mailto:DevJobs@lawyerscommittee.org) We do not accept calls. Salary and benefits are competitive for a non-profit legal organization.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We encourage candidates of color and candidates from underrepresented communities to apply.

**Accessibility Assistance:** We do not accept calls about the position; however, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to [kcoates@lawyerscommittee.org](mailto:kcoates@lawyerscommittee.org)