



Foundation Relations Officer

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers' Committee seeks an energetic, entrepreneurial, goal-oriented and creative self-starter, with a talent for building strong and productive relationships to serve as the Foundation Relations Officer. The Foundation Relations officer will join a high-performing and talented team that is working to grow and diversify foundation and other forms of funding to support the work and agenda of the Lawyers' Committee.

As a key member of the Development Team, the Foundation Relations Officer will be responsible for cultivating and soliciting support to grow the foundation program while managing an active portfolio of institutional funders. This position works to establish long-term partnerships, strengthen existing relationships and initiate new contacts within the foundation world. The candidate will research and identify sources of support, proactively seek opportunities to generate new proposals and maintain strong communication ties with foundation donors and prospects. This position collaborates with Program and Accounting staff to build and develop a robust portfolio of institutional funders and strong grant proposals.

The Foundation Relations Officer will work under the supervision of the Director of Development.

Specific Duties and Responsibilities:

- Develop and implement a comprehensive foundation fundraising program which will generate gifts from private sector foundations, family foundations and corporations;
- Manage the stewardship of an active portfolio of institutional funders, delivering on all aspects of relationship management and funder engagement including timely and accurate submissions, on-site visits, reporting and management of proposals and grant reports;

- Proactively identify, cultivate, solicit and build relationships with foundation prospects and donors in support of the mission and strategic plan of the Lawyers' Committee;
- Develop and implement engagement strategies designed to increase support from existing funders;
- Prepare stewardship reports on all grant activities to donors;
- Work with Lawyers' Committee Board Members and other key stakeholders to identify and develop relationships with foundation;
- With the Development Director and Assistant, conduct research on prospective and current funders;
- Coordinate with colleagues to develop proposals, budgets, reports and institutional relationships;
- Utilize best practices for tracking, acknowledgment and reporting progress to foundation partners;
- Ensure accurate capturing, recording and reporting of foundation relationships and grants, including call notes, submission dates, reporting deadlines and payment schedules;
- Maintain familiarity with issues and trends in the fundraising field;
- Maintain confidential financial and personnel information with discretion and high ethical standards; and
- Support the Development Department with other fund-raising activities as needed.

Minimum Experience and Qualifications:

- Bachelor's Degree or equivalent education and experience;
- Three (3) to seven (7) years of progressively responsible fundraising, grant writing, institutional fundraising, grant management or external relations experience;
- Strong writing and editing skills, and a proven ability to distill challenging technical content into readily accessible formats;
- Demonstrated success in institutional relations and a proven ability in developing proposals and securing foundation grants;
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques;
- Ability to initiate and build relationships with prospective foundation donors and institutional representatives;
- Strategy driven, entrepreneurial self-starter capable of working both independently and as an integral member of a uniquely collaborative team;
- Strong oral communication, written communication, research and presentation skills;

- Expert level computer skills using a Windows based operating system, specifically Word, Excel, Outlook, CRM, iWave/Wealth Engine, and internet;
- Strong analytical thinking and problem-solving skills;
- Professional, diplomatic with strong interpersonal skills;
- Excellent time management and organizational skills with superb attention to detail;
- Ability to multi-task, prioritize and complete tasks on deadline;
- Knowledge of industry trends;
- Ability to handle sensitive and confidential information with discretion;
- Experience working in the racial justice space strongly preferred;
- Comfortable working in a diverse environment; and
- Demonstrated commitment to the mission and goals of the Lawyers' Committee.

To Apply: Please submit a cover letter and resume to <https://podio.com/webforms/23644211/1702382>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

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

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, 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.