

DEVELOPMENT DIRECTOR

Position Overview



Legal Voice seeks an experienced development professional to join its team of skilled, creative, and dedicated social justice advocates.

Legal Voice is a progressive feminist organization using the power of the law to make change in the Northwest. We use that power structure to dismantle sexism and oppression, specifically advocating for our region's most marginalized communities: women of color, lesbians, transgender and gender non-conforming people, immigrants, people with disabilities, low-income women, and others affected by gender oppression and injustice. From our base in Seattle, Legal Voice works in the state and federal courts of Washington State, Idaho, Montana, Oregon, and Alaska, and advocates for legislative change at the local and state level in Idaho and Washington State.

REPORTS TO: Board of Directors

POSITION STATUS: Exempt; Full time

POSITION SUMMARY: As a part of Legal Voice's Shared Leadership Team, the Director of Development *leads and implements a fundraising and stewardship program that currently raises close to \$2 million annually*, primarily from individual donor campaigns, special events and foundation and corporate support. The Director of Development sets and manages a strategy for individual donor relations and communications, including identifying, creating, and cultivating philanthropic opportunities and asking for money, while ensuring the organization is building critical public awareness of the mission.

This is a senior level position in a highly-effective, well-respected and growing organization with a healthy financial position, a robust culture of philanthropy, engaged Board of Directors, and a growing individual giving program. As a progressive feminist organization with an intersectional approach to gender justice, Legal Voice strives to center marginalized community voices across all levels of its advocacy and is working to prioritize racial justice in its approach to development, program work, and among the organization's staff, board, and volunteers.

Note on Race Equity: Legal Voice is in the process of developing internal and external structures that support our efforts to responsibly and meaningfully center race equity in our work. The ideal candidate for this position will have a well-developed equity framework that includes an understanding of systemic racism and oppression, and will be self-reflective and willing to grow and learn around these topics. Further, the ideal candidate will bring vision and a proactive approach to the effort to center race equity and look for creative ways for development-related work to advance this project. The person in this position will also join the rest of staff in working closely with Legal Voice's Race Equity Team as the organization develops a broader roadmap to ensure that our policies, practices, and culture promote principles of racial equity.

KEY RESPONSIBILITIES

BUILD & LEAD TEAMS

- Provide training, leadership, and inspiration for the development and communication & marketing staff and ensure they have the tools to thrive and succeed in their roles.
- Serve on the shared leadership team and work collaboratively with co-directors to implement the strategic plan and guide the organization in alignment with the mission and vision of Legal Voice.
- Provide training and support to the Board of Directors, participate in monthly board meetings, and working closely with the Vice President of Development. Steward board members in fundraising best practices, building their confidence and ability to ask for gifts.
- Continue to cultivate a strong culture of philanthropy within the organization to grow capacity while incorporating community-centric, racially equitable values and practices.

PLANNING & IMPLEMENTATION

- Working with the development team, shared leadership team, and board, create the annual development budget and work plan. Oversee the implementation, management, and evaluation of the plan.
- Support the development and communications team in creating individual work plans that align with the strategic plan and incorporate race equity.
- Work with the Race Equity Team to advance the organization's vision to center racial justice in development work, including but not limited to expanding the donor base, shaping fundraising events, and organizational messaging.
- Create and execute Major Gifts and corporate engagement strategies, including marketing materials; prospecting; and asking for gifts.
- Working with volunteer committees and the Senior Development Officer, plan and implement major fundraising events and smaller community and donor stewardship events.

STEWARDSHIP

- Build and expand a sustainable and scalable Major Gifts program that utilizes board, staff and other volunteers in the cultivation and asking of gifts. Responsibilities in this area include revenue projections; strategy development; prospect list creation; recruitment and stewardship of solicitors; preparation and coaching of staff or board members for cultivation and solicitation efforts; as requested, supporting volunteers on their calls with prospects; taking lead on asking for gifts; tracking/reporting; fulfillment; and donor stewardship.
- Oversee the creation and implementation of the annual fund plan in coordination with the Senior Development Officer.

- Coordinate with volunteers to implement the planned giving program, and steward current planned giving donors.
- Develop relationships and partnerships with impacted communities to expand awareness of and support for Legal Voice.

DESIRED QUALIFICATIONS

- A relationship builder who fosters engagement and collaboration.
- Demonstrated commitment to social justice, racial equity and restorative justice.
- Desire and commitment to engage in transitional race equity work with white and BIPOC board and staff.
- Strong time management and planning skills.
- Ability to work generativity through conflict.
- Proven success in face-to-face solicitations of individual gifts.
- Experience working with communities of color and marginalized communities in a fundraising context.
- Creative thinker with a strong knowledge of a variety of fundraising strategies including major gifts, community-centric fundraising, direct mail, planned gifts, special events, and corporate gifts.
- Ability to juggle multiple responsibilities and meet deadlines.
- Commitment to Legal Voice’s mission and vision of intersectional gender and racial justice.
- Ability to travel and work flexible hours when necessary, including some evenings and weekends for special events.

RELATIONSHIP BUILDING

- Enjoy working with teams to develop collaboration, information sharing, and cross support.
- Thrive in an environment of establishing new connections and partnerships.
- Love getting people excited about supporting Legal Voice

EQUITY

- Openness to participate in Racial Equity training; to recognize personal biases and improve performance through a racial equity framework.
- Embrace Legal Voice’s goals of becoming an anti-racist organization.
- Willingness to lead the team in an equitable, anti-racist manner.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong written and oral communication skills.
- Experience launching major fundraising campaigns.
- Experience raising annual budgets over \$2,000,000.
- Minimum 5 years management experience in nonprofit development.
- Minimum of 3 years of successful, progressively increasing achievement in fundraising.
- Knowledge of the local philanthropic community is desirable.
- Education coursework in fund development a plus.
- Grant writing experience appreciated.

Salary & Benefits: This full-time position has a salary range of **\$95,000-\$115,000**; depending on experience. Benefits include medical, mental health, dental and vision coverage; annual leave is PTO 45 days per year; 401K eligibility after six months of employment with a possible employer contribution; flexible and generous family leave; and professional development opportunities.

Applications received before August 12, 2022 will be given priority. Please send a cover letter and resume to info@legalvoice.org.

Non-discrimination: *As an organization committed to prioritizing reproductive justice, economic justice, and racial justice, Legal Voice believes in fostering the leadership of all women, particularly those from underrepresented and marginalized communities. Legal Voice follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.*
