

**Community Legal Services and Counseling Center
Director of Development**

ABOUT THE ORGANIZATION: CLSACC provides free civil legal assistance and affordable psychological counseling for people with low incomes. Since its inception in 1970, the organization has been sustained by the commitment and dedication of volunteer lawyers and mental health professionals. Our services combat the effects of poverty and violence by helping clients and their children meet basic human needs for safety, income, health and housing. CLSACC's unique interdisciplinary approach has enabled us to keep pace with the ever-changing and interrelated needs of our clients.

THE POSITION: CLSACC seeks a highly organized, detail-oriented, self-motivated professional who has a strong belief in the mission and principles of the organization and is committed to assisting the most vulnerable, particularly during these uncertain and challenging times. Reporting to the Executive Director, the Development Director will be responsible for all aspects of CLSACC's fundraising and communications efforts. This is a unique opportunity for a passionate professional to develop a long-range fundraising plan, including assembling a development team, for a securely funded organization in midst of growth and transformation. CLSACC has been growing over the past several years and soon will be moving to a new location in Cambridge.

KEY RESPONSIBILITIES:

- Develop annual and long-range fundraising plans in collaboration with the Executive Director, Deputy Director and Board Development Committee
- Develop and nurture relationships with the Board of Directors and follow up with contacts they provide. Encourage and support the Board in the cultivation process and act responsively in assisting them in their efforts
- Identify, cultivate, and solicit corporations, foundations, and individuals for major gifts
- Manage and grow annual giving campaign including identifying, cultivating and soliciting prospects
- Identify, evaluate, and pursue grant opportunities
- Prepare and submit grants, monitor their approval process, and prepare necessary follow up reporting
- Manage gift acknowledgement program
- Assist in the development of written fundraising materials
- Assist in following up with potential donors as requested by the Board and Executive Director
- Manage organization's brand and reputation
- Drive organization's communications strategy and message development
- Develop and manage organization's social media presence
- Develop written and digital communications such as newsletters, press releases, email announcements, planned gift publications, on-line video, special projects and assignment

QUALIFICATIONS

- A passion for combating the effects of poverty, violence and trauma by providing access to justice and healing through volunteerism
- Experience working with community-based organizations with a focus on social justice and human rights
- A shared sense of mission to inspire creativity in everyone
- Bachelor's degree
- Proven track record of fundraising and development
- Aptitude for working with diverse community groups, including major individual and corporate donors
- Excellent written, interpersonal, and communication skills
- Strong time and fiscal management skills
- Experience with database management and fundraising software
- High standards, expects personal and team performance (to be nothing short of great)
- Collaborative, reaches out to peers and cooperates with supervisors
- Organized, plans, and focuses on key priorities
- Persistent, demonstrates the ability to get things done
- Proactive, brings new ideas and acts without having to be told what to do
- Enthusiasm, has a passion for helping the underserved

HOURS, SALARY, AND BENEFITS:

The position is 35 hours/week. However, the position requires availability for extended hours plus non-traditional hours required to perform job duties. Salary is commensurate with experience. Excellent fringe benefit package, including health, life, short-term disability, and long-term disability insurance, vacation, personal, and sick time, 403(b) plan, Flexible Spending Plan, training and professional development opportunities.

To Apply: Applicants should submit 1) a cover letter addressing experience and interest relevant to the position, and 2) a resume, to Mojdeh Rohani, Executive Director, at mrohani@clsacc.org. No phone calls please. Applications accepted until position is filled. For more information about CLSACC refer to our website: www.clsacc.org

CLSACC is a Fair Employment Practices/Equal Employment Opportunity/disability accessible employer committed to maintaining a diverse workplace. Qualified candidates from diverse personal, cultural, and ethnic backgrounds are encouraged to apply.