



SeniorLAW Center

Protecting the Rights of Older Pennsylvanians

Director of Development

SeniorLAW Center

Founded in 1978, SeniorLAW Center is a dynamic nonprofit public interest legal services organization whose mission is to improve the lives of Pennsylvanians 60 and older and to protect their rights through legal representation, education and advocacy. We are the only non-profit agency in Pennsylvania whose sole focus is providing legal assistance to elders and protecting their legal rights.

The Center focuses on the needs of elders, prioritizing those who are low-income, cultural/racial minorities, the disabled, and those facing other vulnerabilities and challenges. We fight senior poverty, fraud and homelessness, provide protection from elder abuse and financial exploitation, enable grandparents to raise grandchildren, and improve access to justice. Our core values are excellence, respect, compassion, integrity, passion, creativity, and optimism.

Position Description: Director of Development

Reporting to the Executive Director, the Director of Development has primary responsibility for raising the contributed revenue required to sustain and grow SeniorLAW Center from the following prospect groups: board members, individuals, foundations, corporations, and city, state and federal government agencies, working in collaboration with the Executive Director and other senior staff members.

The ideal candidate will have at least five (5) years of development experience with increasing levels of responsibility and with a demonstrated record of success raising funds from multiple sources. The candidate must also have the ability and desire to work with wide-ranging constituents; have strong organizational and time-management skills; manage several fundraising initiatives simultaneously; act independently while effectively collaborating with others; and utilize development software. Experience working with volunteer leadership is essential. Exceptional written and verbal communication skills, in addition to demonstrated presentation skills, are required.

Responsibilities:

- Draft and oversee the effective implementation of the development plan so that fundraising goals and benchmarks are achieved annually
- Maintain a fundraising calendar and tracking system for all deliverables, including mailings, proposal deadlines and reports to the Board
- Support the Executive Director and board members in their development roles
- Write, manage the editing of, and submit foundation proposals and reports in advance of stated deadlines (includes preparing supporting documentation)
- Maintain relationships with current institutional funders
- Regularly research new sources of institutional support
- Maintain and update the institutional giving calendar
- Implement and monitor progress of the annual (individual) giving program

- Manage donor stewardship process, ensuring that donors receive promised benefits and proper recognition for their support (includes updating donor information on website, newsletters, honor role of donors, Gala program book)
- Staff the Resource Development Committee (RDC) in their donor cultivation, solicitation and stewardship work (includes scheduling bi-monthly meetings, drafting agendas with the RDC chair, and coordinating follow up)
- Attend and participate in Board meetings and other relevant board committee meetings
- Prepare and present fundraising reports to the Board and RDC
- Attend and participate in meetings of the Gala Committee and monitor progress toward fundraising goals
- With the Gala Committee, solicit sponsorships and single-ticket purchases
- Staff the Gala on the night of the event and help lead staff and volunteers
- Ensure timely acknowledgment of gifts
- Work collaboratively with SeniorLAW Center senior staff to identify opportunities for support for new programs and special projects
- Work collaboratively with the Executive Director and other senior staff to prepare responses to RFPs and other government contract opportunities
- Monitor fundraising trends and adapt strategies accordingly

Qualifications:

- Bachelor's degree (Advanced degree a plus)
- At least five (5) years of experience working as a nonprofit development professional with increasing levels of responsibility
- Public interest law and/or aging services experience a plus
- Proactive, highly-organized and comfortable working in a fast-paced, deadline-driven environment
- Excellent writing, time management, interpersonal and communication skills
- Ability to balance multiple tasks and deadlines, remain flexible and make adjustments as opportunities warrant
- Knowledge and experience using fundraising database required, *DonorPerfect* preferred
- A commitment to serving vulnerable and diverse communities

Compensation:

Competitive salary and excellent benefits

All interested candidates should electronically submit a CV and brief cover letter to kbuck@seniorlawcenter.org with subject line "Director of Development." The cover letter should include:

- A description of the individual's specific development experience and demonstrated achievements
- Interest and/or experience in SeniorLAW Center's mission of access to justice
- Salary requirements
- Contact information for three references

SeniorLAW Center is an Equal Opportunity Employer. Persons from diverse backgrounds and orientations are encouraged to apply.

**Two Penn Center, Suite 1501 1500 JFK Boulevard Philadelphia, PA 19102
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www.seniorlawcenter.org**