



SeniorLAW Center

Seeking Justice for Older People

Director of Development

Full-time Position Available Immediately

SeniorLAW Center

Founded in 1978, SeniorLAW Center is a dynamic nonprofit public interest legal services organization whose mission is to seek justice for older people by using the power of the law, educating the community and advocating on local, state and national levels. We are the only non-profit agency in Pennsylvania whose sole focus is providing legal assistance to older persons and protecting their legal rights.

SeniorLAW Center prioritizes those in the greatest economic and social need: those who are low-income, cultural and racial minorities, the disabled, and 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. Join our team that promotes access to justice, in a supportive and flexible hybrid work environment.

Position Description: Director of Development

Reporting to the Executive Director and overseeing the Development & Communications Associate, 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 support
- Maintain and update the giving calendar
- Implement and monitor progress of the annual (individual) giving program
- Direct the Development & Communications Associate in managing 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)
- Staff the Board 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
- Help lead the efforts with Gala Committee on all Gala functions including sponsorships, auction, communications to the board, providing data on previous giving history, organizing the overall event structure and flow, communication, and coordination of the honorees, and more.
- With the Gala Committee, solicit sponsorships and single-ticket purchases
- Help lead the Gala on the night of the event and help lead staff and volunteers
- Direct the Development & Communications Associate to ensure timely acknowledgment of gifts, including drafting thank you letters and organizing the sending of thank you letters to donors both electronically and through printed acknowledgement
- 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
- Serves as staff liaison on gathering compelling stories needed for various funding needs including annual appeal and reporting to funders
- Monitor fundraising trends and adapt strategies accordingly
- Direct the Development & Communications Associate to create online forms in funding software to support the different funding campaigns i.e., Gala and Appeal
- Strategize and lead efforts with the Executive Director on all organizational communication including e-news, PR efforts for the Gala, the overall communications strategy for the organization, working closely with Development & Communications Associate
- Direct the Development & Communications Associate in the management of the website, uploading new events, posting news items, and gathering content from the staff for website and social media posts
- Direct the Development & Communications Associate in the creating and editing of videos for social media, eblasts and more for special projects and campaigns
- Manage and recruit volunteers and interns to support the efforts of development and communications

- Serves as one of the staff liaisons to Board and Staff Committees
- Direct the Development & Communications Associate in all social media efforts, including posting regularly, developing a social media plan, working with board and staff on social media trainings,

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
- A commitment to serving vulnerable and diverse communities
- 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 adjust as opportunities warrant
- Knowledge and experience using fundraising database required, *Donor Perfect* preferred
- Knowledge and experience using MS Outlook, Excel, PowerPoint, Word Press, preferred

Compensation:

Competitive salary and excellent benefits

This is a full-time exempt position. Excellent benefits, including health and dental, long- and short-term disability, 401k, flexible spending plan, and generous PTO time. Supportive and flexible hybrid work environment, making real change in individual lives and in the community. Salary range, commensurate with experience: \$70,000 – \$85,000. Excellent benefits, including 401k, flexible spending plan, generous holidays and PTO, short- and long-term disability, and health and dental, valued at approximately \$20,000.

SeniorLAW Center has a Mandatory COVID-19 Vaccination Policy for all staff and volunteers.

Please apply by email to attention of Karen C. Buck, Esq., Executive Director, at employment@seniorlawcenter.org. All applications should include cover letter, resume and at least three (3) professional references. Please include a writing sample. No phone calls please.

SeniorLAW Center is an equal opportunity employer, which values and seeks diversity and inclusion in all aspects of its work. Persons from diverse backgrounds and orientations are encouraged to apply.

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