

Job Announcement:

Development Director

Background

Founded in 1969, Lawyers Alliance for New York is the leading provider of business and transactional *legal services for nonprofits and social enterprises that are improving the quality of life in New York City neighborhoods*. The organization brings the legal and practical expertise necessary for community-based and other nonprofits to make physical, social, and economic improvements in city neighborhoods where millions of children, families, the elderly, homeless, immigrants, and other low-income and disadvantaged New Yorkers live and work. With a talented staff of 24, a \$3.4 million annual budget, and extensive volunteer program, Lawyers Alliance provides expertise-driven legal counsel and educational trainings that help nonprofits thrive.

During the past year, Lawyers Alliance provided legal assistance to 713 organizations on 1,350 projects, offered more than 1,000 informational consultations through its Resource Call Hotline, and mobilized more than 2,000 volunteer attorneys from major law firms and corporations to benefit more nonprofits. Recent program highlights include:

- Enabling 200 community redevelopment organizations, such as affordable housing groups, Business Improvement Districts, and workforce development organizations to address contract, real estate, tax, and other legal issues related to their efforts to revitalize neighborhoods and support individuals and local businesses.
- Launching a Quality Education initiative to help 250 charter schools, after school, and other education-focused nonprofit navigate the intricacies of federal, state and local laws.
- Providing legal guidance to nonprofits seeking to manage the risks of increased advocacy during a period of changing and uncertain government policies.
- Successfully advocating for state law amendments that improve nonprofit governance and make legal compliance more manageable for community-based and other resource-constrained nonprofits.
- Leading a national network of pro bono programs that are expanding the availability and quality of legal services for nonprofits in fifteen regions across the country.
- Implementing a new outcomes measurement system showing how effective legal services can improve nonprofits' programs, operations and finances.

Under the leadership of its new Executive Director, a twenty year veteran of the organization, Lawyers Alliance seeks to continue this momentum and have an even bigger, better, and broader impact going forward. Its program priorities are helping nonprofits to create vibrant, livable communities in five fundamental areas: *housing and shelter, economic opportunity, quality education, urban health, and community arts*. In the coming years, Lawyers Alliance aims to represent more clients on more legal projects, reach more nonprofits in low-income neighborhoods throughout the city's five boroughs, expand its nonprofit advocacy role, and enhance its work as a national business law pro bono leader.

Development Director Position

To support its exciting plans, Lawyers Alliance seeks a Development Director to strengthen and advance its established and successful fundraising program.

The Development Director will be responsible for the management, growth, and diversification of a multi-faceted development program focused on steady and incremental change in foundation, law firm, event, corporate, and individual support. In addition to being adept at creating a methodical and strategic fundraising strategy, the Development Director must also be a hands-on, nimble project manager and leader, capable of working collaboratively across the organization and with multiple external audiences.

This is a special opportunity to partner with highly knowledgeable and passionate senior leadership and staff seeking to make a real and lasting impact on low-income communities. The Development Director will report to the Executive Director.

Responsibilities

- Collaborate with the Board's Development Committee and executive staff to prepare and implement a comprehensive strategic annual fundraising plan to achieve annual budgeted goals for contributed revenues from foundations, law firms, individuals, banks and other corporations, and special events.
- Support and advise Lawyers Alliance's Board development efforts, working with leadership to develop meaningful opportunities for engagement of current and prior Board members.
- Lead the expansion of private foundation funding by securing contributions from new funders and increased grants from existing funders. Manage Lawyers Alliance's foundation funder relationships. Research and prepare clear and persuasive reports and appeals (letters of inquiry, grant proposals, donor appeals, and reports).
- Develop and execute the annual Business Law & Leadership Gala including planning, honoree and sponsor recruitment, donor outreach, event logistics and program, partnering with the marketing team to raise the organization's visibility in connection with this annual celebration.
- Plan and direct a successful annual law firm appeal, chaired by a law firm managing partner, to raise more than \$900,000 in annual support. Also prepare and carry out strategic outreach to banks and corporations and pursue relevant government funding opportunities.
- Supervise the Senior Development Coordinator's work for the law firm, bank and individual appeals, Gala, acknowledgements, and donor relations. Support the coordinator's professional growth and skill development.
- Assist in the preparation of the annual operating budget, periodic financial reports, and cash flow reports.
- Additional planning, fund development, program, marketing, and related activities, as needed.

Qualifications

- At least seven years of fundraising experience with progressive responsibility; Bachelors' degree.
- Substantial experience with private foundation fundraising and corporate outreach, as well as special events and individual giving.

- Strong analytic and project management skills; attention to detail; demonstrated experience organizing and executing complex or multiple time-sensitive projects, including meeting financial goals and project deadlines.
- Excellent people management skills.
- Strong and clear written and verbal communication skills; outstanding interpersonal skills, judgment, and ability to collaborate with a wide range of colleagues.
- Creative and methodical approach to fundraising, patience and flexibility to take on new and varied challenges, with an eye for both near-term and long-range goals.
- Familiarity with the legal sector and/or fundraising for a nonprofit organization providing technical assistance to other organizations is a plus.
- Experience with a donor management database system.

This position is expected to begin by or in early January 2020. Salary range is \$100,000 - \$130,000, commensurate with experience, with strong benefits. Lawyers Alliance for New York is an Equal Opportunity Employer.

Interested applicants should submit a resume and cover letter to DDsearch@lawyersalliance.org as soon as possible.