

Job Description

POSITION TITLE: Chief Development Officer – Combined Campaign for Justice

STATUS: Full-time

REPORTS TO: Director of Development – Community Legal Aid Society, Inc.

SALARY: Commensurate with experience

OPENING DATE: July 22, 2016

CLOSING DATE: Until filled

POSITION SUMMARY

The Combined Campaign for Justice (CCJ) is a joint fundraising venture of Community Legal Aid Society, Inc., Delaware Volunteer Legal Services and Legal Services Corporation of Delaware, Inc. It is the primary source of annual unrestricted funding for the three agencies which provide free civil legal services to Delaware's most vulnerable populations to help them meet their basic needs. This annual campaign has a dedicated core of experienced volunteers who solicit contributions from law firms and their colleagues in the Delaware Bar. For over 15 years CCJ has been recognized as the preeminent Bench Bar legal services fundraising effort in the United States. Over the past 5 years, the annual campaign has raised approximately \$950,000 per year.

CCJ historically has focused its fundraising activities on the legal community – attorneys, law firms, judges and corporate legal departments in Delaware. CCJ is now seeking an individual who will work with CCJ leadership and the Executive Directors of the three agencies to lead efforts to expand fundraising beyond the legal community and into the broader community that the agencies serve. The Combined Campaign received a capacity-building grant from the Longwood Foundation with the expectation that the individual hired for this position will grow the annual fundraising campaign and create a sustainable funding stream to maintain this position by identifying prospective major donors and developing a comprehensive strategy to elevate their respective giving. It is estimated at the start that the individual hired would spend at least 65% of the time identifying, cultivating and qualifying existing and prospective donors, 20% of the time stewarding existing donors and the remaining time in communications and web development. Time appropriations are expected to change as the incumbent matures in the position.

RESPONSIBILITIES

Annual Fundraising Campaign

- Research and identify prospective new donors, as well as current donors
- Develop cultivation plan to expand the donor pool and elevate overall giving
- Develop and execute plan to grow annual campaign inside and outside the legal community
- Develop and edit written materials and website with which to solicit prior and new donors
- Coordinate mailings and other communications with established and potential donors
- Maintain donor database and produce periodic reports to CCJ leadership

Major Gifts/Planned Giving

- Develop and execute plan to solicit major gifts and planned gifts for annual fundraising and for an endowment to sustain the organization
- Attend training on planned giving tools and techniques as necessary

Grants

- Identify grants (private foundations, government agencies) that provide operating or unrestricted support to annual campaigns

Communications

- Utilize multiple platforms in communications strategy (e.g. print, electronic, social media, etc.)
- Prepare all organizational publications (e.g. Annual Report, quarterly e-newsletters, press releases, where appropriate, etc.)
- Maintain CCJ email list
- Maintain consistency in all areas of organizational branding
- Prepare scripts or talking points for presentations to law firms or other gatherings of potential donors

QUALIFICATIONS

- Commitment to CCJ mission is essential
- Knowledge of local philanthropic community
- Prior experience and proven success as a fundraiser for a non-profit entity
- Experience in identifying, cultivating and soliciting individual gifts preferred
- Leadership skills and experience, including the ability to work effectively with diverse groups including CCJ leadership, agency directors, constituents and donors.
- Strong written and verbal communication skills, especially for articulating the needs of the poor to constituent communities
- Strong analytical, organization, problem-solving and interpersonal skills
- Flexibility and resourcefulness
- Dependability, cooperativeness and ability to maintain confidentiality
- Bachelor's degree required, advanced degree preferred

OTHER SKILLS & KNOWLEDGE

- Familiar with Donor Perfect Online database, including ability to use data in achieving fundraising goals preferred
- Familiar with Microsoft Office
- Experience with WordPress preferred

APPLICATION PROCEDURE: Email cover letter and resume to Jason Stoehr jstoehr@declasi.org.

AN EQUAL OPPORTUNITY EMPLOYER