

DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

Job Type: Full Time

Salary: \$60,000-\$65,000, depending on qualifications and experience

Benefits: CLC's benefits package includes paid parking, health insurance, flexible workplace, accrued PTO, most federal holidays off, plus CLC's office is closed the week between Christmas and New Years.

Schedule: Monday to Friday during regular business hours

*****APPLICATION INSTRUCTIONS*****

Interested applicants should submit a cover letter and resume to Betsy Prendergast at betsyp@clcmemphis.org. Please use "Director of Development and Communications Application" for the subject line.

ABOUT US:

The CLC's mission is to provide civil legal services to those with limited means and those at risk, including populations not served by other legal aid agencies. This comes from our conviction that regardless of one's circumstance in life, each person deserves the opportunity to seek justice. Only when other basic needs have been met do most people have sufficient income to pay for a private lawyer.

POSITION SUMMARY:

The Community Legal Center ("CLC"), a 501(c)(3) nonprofit corporation located in Memphis, Tennessee, seeks a Director of Development and Communications who demonstrates a passion for serving and advocating for lower income individuals and other vulnerable populations. The Director of Development and Communications is responsible for planning, organizing, and directing all of the CLC's fundraising events and activities, as well as external communications focused on engaging the community to raise awareness of CLC's programs and services.

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- At least two years of successful fundraising and donor relations experience, including face-to-face individual gift solicitation
- Knowledge of and experience in grant research, writing, and reporting
- Experience with event planning

SKILLS AND QUALIFICATIONS:

- Comfort with and willingness to speak publicly
- Excellent organizational and time-management skills, ability to manage projects effectively, and a keen attention to detail

- Demonstrated ability to work independently, simultaneously lead multiple projects, and manage multiple tasks, deadlines, and decisions, with a variety of staff, volunteers, and the community
- Excellent interpersonal skills, including a strong sense of protocol, tact, and diplomacy, and an ability to work well with a variety of people and personalities
- Knowledge of and experience with fundraising techniques and communications tools
- Knowledge of and experience with the process of identifying potential funding sources, crafting compelling proposals, and effectively communicating the outcomes and impacts of the grants to funders
- Familiarity with donor database management preferred
- Familiarity with legal community preferred
- Possess the skills to work with and motivate staff, board members, and volunteers
- Desire and drive to build external relationships
- Creativity and resourcefulness
- Self-starter, goal driven, and able to implement plans and processes to achieve goals
- A positive attitude, concern for people and community, possess presence, self-confidence, common sense, and good listening ability
- Able to discreetly and professionally maintain confidentiality
- Computer skills: Proficient in Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint), Google Workspace, Adobe, Dropbox, Canva, Mailchimp, Salesforce, Facebook, Instagram, LinkedIn, Twitter, Google Ads
- Must be able to occasionally work outside of standard work hours as needed
- Growth mindset with willingness to take and implement constructive feedback
- Able to track and maintain expenses within an established budget

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General:

- Act as a member of the CLC team by attending meetings and providing input on strategic initiatives
- Participate in long-range strategic planning and annual budgeting
- Represent the CLC as a positive, professional, and active member of the greater Memphis community
- Work closely with the Executive Director, Associate Executive Director, and the Board of the CLC

Development

- Develop and execute the CLC's annual fundraising plan to support the financial goals of the organization
- Continually build and maintain positive relationships with donors and prospects

- Grow a major gifts program including identification, cultivation and solicitation of current and prospective donors, and stewardship of existing donors
- Solicit individuals, corporations, law firms, and foundations to fund the work of the CLC
- Build and maintain trust and transparency with donors through consistent, timely, and accurate communication
- Maintain robust and accurate fundraising database and tracking systems, including overseeing timely processing of donations and acknowledgements
- Identify potential funding sources, craft compelling proposals, and effectively communicate the outcomes and impacts of the grants to funders
- Prepare development reports for the Board of Directors

Communications

- Provide oversight for all aspects of organizational brand awareness
- Set up and assist with public appearances/speaking engagements for the Executive Director and attorneys to share information about the CLC
- Manage social media accounts and email campaigns
- Oversee the development, printing, and dissemination of CLC brochures and other printed material
- Work closely with attorneys to create and update communications materials to promote individual programs
- Direct all media communications
- Create graphic designs as needed
- Maintain updates to the website

Community Engagement

- Serve as a liaison between CLC and community partners
- Assist in advocacy efforts to local and state elected officials
- Assist Civil and Immigrant Justice Program teams in planning community legal clinics and CLE
- Create and implement a community outreach strategy
- Attend community tabling events
- Stay in tune with the Memphis nonprofit community and local and national trends