

West Tennessee Legal Services
Development Manager
Job Description

Position Title: Development Manager
Department: Administration
Employment Status: Full-time; exempt
Location: Memphis Office
Supervisor: Executive Director
Prepared: February 12, 2026

Company Overview: WTLS provides free civil legal help to low-income West Tennesseans seeking to maintain basic rights to shelter, financial security, and freedom from abuse. WTLS works with community organizations and client groups to educate communities about civil legal issues and access to justice. Candidates should have a strong commitment to access to equal justice for West Tennesseans who cannot afford to hire an attorney.

Job Summary: The Development Manager is responsible for resource development activities, serves as the primary grant writer, and leads WTLS fundraising efforts. They provide strategic direction to WTLS' fundraising and communications efforts to generate sustainable revenue that allows WTLS to pursue its mission, programs, and strategic plan. This position reports to the Executive Director and works closely with the Executive Leadership Team, Grants Manager, and Communications Team.

Duties/Responsibilities:

The essential functions of this position include, but are not limited to, the following tasks:

Development Duties:

- Develop, direct, coordinate, and manage WTLS development and fundraising activities
- Develop a long-term development plan, including goals, strategies, and tactics consistent with WTLS' mission, vision, and values
- Develop, promote, and implement an annual fundraising campaign, including timeline and execution, production of campaign materials, supervision of volunteers, publicity, and reporting
- Research new funding opportunities from private, local, state, and federal funding sources
- Review present funding sources to ensure sustainability and mission-focused
- Prepare well-researched, well-written, and well-documented foundation, private, and governmental funding proposals to the Executive Leadership team
- Support and assist the Grant Manager with preparation and submission of grant renewals
- Manage all aspects of WTLS fundraising campaigns, including endowments, capital and/or planned giving
- Build and manage a pipeline of donors and prospects, including individual, foundation, and corporate donors
- Coordinate donor and stakeholder events
- Research, formulate, and implement strategies to encourage consistent growth in new and existing fundraising and development initiatives

- Develop and/or coordinate production of written materials highlighting our work, such as annual reports, brochures, e-newsletters, and solicitation letters
- Work with communications team on WTLS website and social media content, including keeping baseline content up-to-date and publishing dynamic content to advance development efforts
- Assist the Executive Director and Executive Leadership Team in meetings with key supporters or potential supporters, partner agencies, members of the bar and judiciary, and other people or entities
- Support logistics, planning, and communications as needed, specifically regarding special initiatives and partnerships

General WTLS Duties:

- Accurately record and update timekeeping entries in real-time, ensuring detailed and precise documentation of work hours, project time allocation, and task completion for reporting and payroll purposes.
- Establish and maintain a professional working relationship with staff by facilitating effective communication, promoting teamwork, and providing support to ensure a collaborative and productive work environment
- Participate in staff meetings, board meetings, and other meetings, as requested
- Participate on internal committees, work groups, and other efforts to promote and improve organizational operations
- Comply with program policies and regulations of the Legal Services Corporation and other funders
- Comply with relevant portions of the Legal Services Corporation's Performance Criteria and the American Bar Association's Standards for the Provision of Civil Legal Aid
- Comply with all applicable organizational, professional, and legal requirements for confidentiality
- Perform other duties as may reasonably be requested

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the qualifications, knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

- Bachelor's degree plus at least 3 years of demonstrated experience in nonprofit fundraising, grant writing, and/or nonprofit administrative experience
- Outstanding oral and written communication skills
- Excellent organizational skills and attention to detail
- Ability to work effectively both independently and collaboratively
- Reliable personal transportation and willingness to travel statewide occasionally and to WTLS' other offices as necessary
- Must possess and maintain a valid, active, and current Driver's License
- Intermediate to expert proficiency in Microsoft Office, especially Word, Excel, SharePoint, and PowerPoint.

Success Factors:

- Demonstrate a commitment to the principle of equal justice and advocacy for low-income persons by actively participating in initiatives and projects that promote access to legal services for low-income individuals, advocating for their rights, and ensuring their voices are heard and respected in all professional activities
- Treat clients, staff, and the public with dignity and respect
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds
- Demonstrate a personal sense of integrity
- Take ownership of projects and produce solid work products
- Work as a member of a team and independently including willingness to help others (cooperative) and share knowledge, information, contacts, and experience
- Address issues in a timely manner
- Use a high level of professionalism, diplomacy, and sound judgment
- Handle and prioritize multiple, competing demands

Working Conditions:

- Work during office hours between 8:30 a.m. and 5 p.m., Monday through Friday. A minimum 30-minute break must be taken when at least 6 hours are worked. Work hours must be accurate and contemporaneously recorded. A flextime of work hours may be used, if approved. Your supervisor will consider the needs of the office and the preference of more senior employees before approving flextime. Work after hours or on weekends may be required occasionally.
- Work is performed primarily in an office setting.
- Pursuant to the current telecommuting agreement, may work up to 2 days per week remotely after completion of 90-day probationary period. The scheduled remote days will be determined upon staffing of the position. The telecommuting schedule may be amended with prior approval of the supervisor on an as needed basis. Requests for an amended schedule are contingent on approval from the supervisor and will be determined on a case-by-case basis given the current unit staffing.
- Prolonged periods of sitting at a desk and working on a computer.
- Often communicating with people using the phone, email, via video call, or in person.
- Occasionally lift up to 15 pounds.
- Travel within the WTLS service area and occasionally statewide/nationally for conferences.

Compensation & Benefits:

- **Compensation:** Starting salary \$57,100. This position is a full-time position, and compensation is made according to the WTLS Salary Scale that became effective on April 28, 2025.
- **Benefits:** Full-time benefits include the ability to participate in WTLS' health insurance plan, dental plan, vision plan, LTD, Life Insurance, 401k retirement plan, 2 days paid time off per month (increases based on years of employment), paid Holidays (12), and paid week off between Christmas and New Year.

WTLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetic information.

How to Apply: Apply by visiting <https://wkf.ms/3GBoygL>. Applicants must include a resume, writing sample, and three references with phone numbers. Applications will be accepted, and interviews scheduled on a rolling basis until the position is filled. Applicants are encouraged to apply by March 6, 2026. **No inquiries accepted.** Only applicants scheduled for interviews will be notified.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.