

<b>Company:</b>	<b>Georgia Legal Services Program</b>
<b>Job Title:</b>	<b>Director of Development &amp; Communications</b>
<b>Department:</b>	Development
<b>Reports To:</b>	Executive Director
<b>Status:</b>	Salaried – Exempt

## **JOB SUMMARY:**

For 50 years, **Georgia Legal Services Program (GLSP)**, has offered free legal services to Georgians with low incomes who reside outside metro Atlanta in 154 of the state’s 159 counties. We believe everyone has a right to high quality legal services regardless of location. GLSP is a nonprofit law firm whose mission is to provide civil legal services for persons with low incomes, creating equal access to justice and opportunities out of poverty. Our 10 regional offices provide free legal services in the areas of family law, housing, access to public benefits, eviction prevention, farmworkers rights, and access to education.

GLSP is currently looking for a Director of Development & Communications. The Director of Development & Communications will work closely with the Executive Director, Board of Directors, and GLSP Leadership and Staff to expand, develop and implement a fundraising strategy that supports the advancement of GLSP’s mission and ensures its sustainability. This role will be an integral part of GLSP’s leadership with the responsibility of guiding the organization into its 50th anniversary in 2021 and beyond.

## **Description**

Reporting to the Executive Director, the Director of Development & Communications (DD&C) serves as a key senior leadership team member and an active participant in making strategic decisions affecting the organization. In partnership with the executive leadership team, this position is responsible for all fundraising, development and communication activities. The successful candidate will help forge new relationships to build GLSP’s visibility, impact and financial resources. The DD&C will oversee a staff of three and will design and implement a comprehensive plan for developing key external alliances by cultivating, soliciting and stewarding philanthropic support from individuals, corporations, organizations and foundations.

The DD&C will have primary responsibility for establishing and implementing the infrastructure needed to grow our budget through major gifts, grants, special events, corporate and foundation support. S/he will expand and diversify the organization’s donor base/pipeline and work closely with other team members to secure funding for new initiatives.

In addition, the DD&C will work closely with the Board of Directors and support board members as they take on a more active fundraising role.

**Reports To:** Executive Director

**Supervises:** Staff of three (grants manager, communications manager, fundraising administrator)

**Location:** Atlanta, Georgia

**Primary Relationships:** Internally: The executive director, the board of directors, the senior leadership team and the development & communications team. Externally: key foundations & institutional donors, individual and major gift donors, the Georgia legal community.

**Primary Responsibilities:**

- Develop and oversee our annual development and fundraising strategic plan
- Oversee solicitation and stewardship of foundation and corporate donors, including securing, preparing for, and proactively following up on foundation and corporate cultivation meetings, proposals, and reports
- Develop and maintain relationships with the GLSP Board of Directors, including development of plan to further engage the GLSP Board of Directors in GLSP's fundraising efforts
- Maintain GLSP's communications and marketing strategy, including cultivation of current and new relationships with donors and funding partners
- Work to develop and execute a communications strategy that builds the GLSP brand and supports fundraising efforts, largely through social media, website, and partnerships
- Manage GLSP's government grants and contracts, including application renewals and compliance obligations
- Ensure timely and accurate grant success reporting to funders through centralized grants management process
- Collaborate with staff on the management and planning of fundraising events
- Supervise the Fund Development Assistant and Grants Manager
- Other duties as assigned

### **EDUCATIONAL QUALIFICATIONS & SKILLS:**

**Education:** Bachelor's Degree in Business Administration, Public Administration, Communications or related field preferred

**Experience:** 8+ years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources).

- Foundation relationship and grant writing experience
- Track record of successfully planning and executing development strategies that secure support from individual donors, corporations and foundations
- Demonstrated experience with a social media strategy

- Familiarity with Raiser's Edge preferred
- Working knowledge of Microsoft Office suite
- Excellent written, interpersonal and verbal communication skills
- CFRE Certification preferred

**Skills:** Persuasive with strong verbal and written communication skills and excellent presentation skills. Ability to establish and maintain effective working relationships with staff, Board members, volunteers, community groups, and other related agencies. Leadership, supervisory, team building, collaborating and mentoring skills required. Proficient user of MS Office, Outlook and using fundraising databases, preferably Blackbaud/Raiser's Edge.

**To Apply:** To submit an application for this position, please visit <https://ourfundraisingsearch.welcomekit.co/> and submit your resume and cover letter. No phone calls or visits, please. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).

*GLSP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice. GLSP is an Affirmative Action/ Equal Opportunity Employer. It is the policy of Georgia Legal Services Program not to discriminate against any applicant for employment because of race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition, national origin, disability, marital or other protected status. GLSP values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, and people who have experienced poverty or homelessness to apply.*