



FLAS Status

Full-Time, Exempt

Supervisor

Strategic Partnerships & Communications Director (SPCD)

General Summary of Work Performed

Working closely with the Executive Director, Senior Management Team, Board of Directors and staff attorneys, this position manages the organization’s development and fundraising strategies, maximizing existing tactics and implementing new ones to ensure that the organization has the resources needed to operate successfully; helps to increase the organization’s visibility by leveraging communications “wins” to bolster development efforts; and in SPCD’s absence, serves as acting SPCD, overseeing all communications and fund development functions.

Essential Duties and Responsibilities

Fundraising

- a. Grants and Awards –
 1. Oversee grant proposal development, and interim and final reporting to corporate and foundation funders, and the State Bar of California.
 2. Assemble Cy Pres applications as needed.
 3. Identify new funding sources.
 4. Build and sustain relationships with current, new and potential grant-giving organizations and individuals.
 5. Managing grant tracking, submission and reporting calendar.
- b. Annual Campaign -
 1. Implement and coordinate the Lawyers’ Committee’s annual giving campaigns using both online and traditional solicitation strategies.
 2. Organize solicitation drives for pledges of ongoing support.
 3. Along with Executive Director and Board, help cultivate, solicit, categorize and recognize major and other donors.
 4. Help create and lead implementation and coordination of the planned giving, workplace giving and online giving strategies.
 5. Develop and grow our individual donor base.

6. Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible.
- c. Law Firms and Corporations –
 1. Along with Executive Director and Board, help cultivate, solicit, categorize and recognize law firm donors and corporate sponsors.
 2. Cultivate and nurture relationships with current and potential defense and plaintiff-side law firms donors and corporate sponsors.
 3. Lead outreach efforts to generate Cy Pres funds.
- d. Events –
 1. Oversee and coordinate Lawyers’ Committee’s donor cultivation events (including donor recognition events, member brown bags and annual meeting).
 2. Oversee our signature fund development event – the annual MLK luncheon.

Database and Records Management

- a. Manage our Donor Perfect, EmailNow and hard data records of audience, contributors and grants.
- b. Manage the production of queries, reports, exports and any other data as needed.

Communication

- a. In SPCD’s absence, serve as the Lawyers’ Committee’s “Communications Officer”.
- b. Assist with web-based donor and ‘news’ campaigns to expand awareness of events and campaigns to align resources for the Lawyers’ Committee.
- c. Help leverage the organization’s website and official social networking and new media channels for development purposes.
- d. Help manage production of organization-wide collateral and marketing materials as needed, i.e. newsletter, annual report and other publications, videos, brochures, special event materials, electronic newsletter, etc.

Fiscal

- a. Work alongside management and finance team to ensure fiscal accountability.
- b. Assist in developing the department’s annual budget.
- c. Develop and track grant budgets with the assistance of the development and communications associate.

Management, Supervision, and Training

- a. Supervise development and communications associate position.
- b. Manage the recruitment and hire of development/communications undergraduate and graduate interns.
- c. Facilitate fund development training for staff and Board to support fundraising efforts.

d. And other duties as assigned by ED or SPCD.

Knowledge, Skills, & Abilities Required

A successful candidate should have the following qualifications.

- 3-5 years not-for-profit development experience; Bachelor's degree required with an advanced degree in relevant field, such as business/public administrator or law, desired; or an equivalent combination of education and experience
- Organizational capacity to build and direct a broad-based and ongoing philanthropic strategy that includes grant writing, law firm and corporate giving, annual giving and major gifts
- A commitment to the mission and goals of the Lawyers' Committee
- Knowledge of marketing and communication strategies to boost development efforts
- Strong Database management skills
- Excellent interpersonal skills with the ability to communicate with and build long-term relationships with a broad range of clients, Board, institutional funders , individual donors and other constituents
- Excellent written communications skills
- Ability to think strategically, problem solve, innovate, and manage multiple tasks and sensitive information
- Values working independently as well as cooperatively (both within the organization and in the community)
- Enthusiasm and a willingness to accept responsibility and fulfill job requirements

Please send cover letter, a resume with three references and a writing sample to the Lawyers' Committee c/o Bilen Mesfin at bmesfin@lccr.com or fax to (415) 543-0296.

The Lawyers' Committee for Civil Rights of the San Francisco Bay Area is an affirmative action/equal opportunity employer. People of color, LGBT candidates, women, persons with disabilities and people over 55 are encouraged to apply.

Lawyers' Committee for Civil Rights of the San Francisco Bay Area
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