

Development Director

Lawyers' Committee for Better Housing

Location: Chicago, Illinois

Position: Full time, exempt

Reports to: Executive Director

Overview

Lawyers' Committee for Better Housing (LCBH) seeks a dynamic, creative and motivated mission-driven professional for the position of Development Director. LCBH is a leading public interest legal aid organization providing free legal assistance to low and moderate- income renters in the belief that all families and individuals have a right to healthy decent affordable housing on a non-discriminatory basis. Legal assistance is many times the last defense against homelessness for the most vulnerable members of our community. LCBH empowers renters to have equal and meaningful access to the judicial process through legal representation, advocacy, education and outreach.

Position Overview and Primary Responsibilities

The Development Director is responsible for working closely with the Executive Director to develop a sustainable fundraising plan for the organization and is responsible for the overall management and direction of the development department.

Development Strategy and Planning

With the support of the Executive Director, the Development Director will:

- Create the strategies and infrastructure necessary to fulfill the agency's potential for organizational and revenue growth.
- Develop and implement a yearly strategic fundraising plan and budget to maintain existing support and broaden the base of support with foundations, individual donors, law firms, and other sources of support.
- Engage the fundraising committee of the Board of Directors to determine board goals.
- Attend board meetings and set meetings with the Board fundraising committee and the LCBH Young Professionals' Board to plan and execute fundraising activities.
- Research and cultivate new potential funding sources and assist senior staff in identifying organizational and project-specific needs for funding opportunities.
- Develop and execute initiatives to raise funds from sources such as fee-for-service, government grants and contracts, individual gifts and bequeaths, and other strategies.
- Research new project specific ideas to determine the potential for funding.

Grant Proposal Development and Reporting

- Assume major responsibility for all grant-writing efforts and ensure quality proposals are completed in full and submitted on time.
- Liaise with funders on matters related to proposed or current grants.
- Be familiar with current grant and contract obligations, reporting requirements, and reporting formats and templates, and collaborate with the Executive Director and other key staff members to ensure those obligations and reporting requirements are met.
- Oversee database of current and prospective funders.
- Maintain accurate grant and reporting calendar.

Board Responsibilities

- Attend quarterly Board meetings.
- Facilitate regular meetings with the Board's fundraising committee, engaging the Board to determine fundraising goals and activities.

- Collaborate with the Board to solicit event sponsorships or yearly law firm contributions.
- Facilitate the development and operation of the Young Professionals Board, attending bi-monthly meetings and collaborating with YPB members to plan and execute fundraising activities.
- Create quarterly fundraising reports and dashboards for the Executive Director and Board.

Marketing and Communications

- Collaborate with key staff to cultivate content for LCBH's website (including the blog), social media, and press releases.
- Manage LCBH's social media accounts, as well as other LCBH communications projects, as needed.
- Develop and oversee publication of annual report.
- Develop Fundraising Tools for the Board and Young Professionals Board.
- Collaborate with other staff to produce needed marketing tools.
- Represent LCBH at community outreach and networking events.

Events

- Manage event activities and logistics for two annual LCBH fundraising events and other LCBH events as they may arise.

Other Fundraising Responsibilities

- Develop individual donor fundraising campaigns.
- Manage accurate maintenance of records and donor base in development database.
- Maintain existing donor relationships and increase donor base.
- Ensure prompt acknowledgement/thank you for all donations.

Required Skills and Experience

LCBH offers a collegial work environment, generous benefits, and a chance to be involved in public interest work and make a lasting contribution in the Chicago community.

- Self-starter with high energy who is idea rich but also attentive to detail, goal-oriented, can manage multiple tasks, and can adapt and respond quickly to opportunities and a changing environment.
- Strong, persuasive writer.
- Strategic thinker who can build consensus across a diverse organization and comfortable working with a variety of stakeholders.
- Bachelor's Degree or beyond.
- 5 years of development experience.
- Familiarity with fundraising and development in the legal sector a plus.

Compensation: Salary commensurate with experience. Includes very competitive benefits.

How to apply: Please send resume, writing sample, references, salary expectations and a strong cover letter explaining why you are interested in LCBH to: jobs@lcbh.org