JOBD DESCRIPTION: Charleston Legal Access seeks a full-time Development Director.

Charleston Legal Access (“CLA”) seeks purpose-driven, dynamic applicants, with fundraising experience for a full-time Development Director position. The position begins immediately.

About CLA

Charleston Legal Access is a nonprofit, sliding scale law firm designed to fill a void in the legal community and offer services not provided by any other organization in the state. A small but mighty team of 6, our mission is to expand legal representation and access to justice in the Lowcountry by providing low-cost, quality legal representation and assistance to the working poor and others of modest means who do not qualify for free legal aid but who cannot afford a private attorney.

In addition, we take on projects to expand access to justice like increasing language access in the courts and the Housing Court Pilot project to reduce the rate of evictions in Charleston County.

CLA serves those whose gross annual income is 400% or below the Federal Poverty Line. We serve Charleston, Berkeley, and Dorchester counties and handle a wide range of civil legal matters, including family law, housing, landlord tenant, property, elder law, guardianships, conservatorships, probate, and victims' rights.

www.charlestonlegalaccess.org

The Position

CLA is a young, innovative non-profit law firm trying to bridge the justice gap and make legal services accessible to all. CLA has been growing steadily and is now seeking to accelerate that growth. The Director of Development will successfully execute annual and long-term fundraising campaigns and meaningfully engage the community to support the mission of Charleston Legal Access through philanthropic support. The position will serve as a lead in cultivating and developing strategic resource development including, but not limited to, individual and major gifts program, annual fund, planned-giving, and special events. The
Director of Development will play a leadership role within the organization reporting directly to the Executive Director and will work closely with the Executive Director and Board of Directors to support the overall mission of the organization, and to assure that ample unrestricted and program funds are generated to support the growth, sustainability, and strategic goals of the organization.

**Required qualifications (must haves):**

- 3-5 years of direct development experience and solicitation, preferably in a nonprofit environment, with extensive knowledge of fundraising techniques and sources of funding for nonprofit organization and demonstrated success in meeting organization fundraising goals, through diverse funding, grants and stewardship.
- Experience in major donor fundraising
- Oversee and maintain the Executive Director’s portfolio of donors and prospects
- Collaborate with the Executive Director to establish messaging and materials for donors including solicitation materials to support fundraising, including electronic materials for social media and other outlets as appropriate
- With the Executive Director, craft, enhance, and implement the overall strategy for growing revenue for CLA
- Create and execute the fundraising plan to support the goals defined in the strategic plan.
- Manage donor database
- Track donor metrics (e.g. number of contacts/month or year, fundraising goals, etc.)
- Manage development-related events and donor-centric stewardship strategies and activities
- Experience applying excellent writing skills with an ability to synthesize and communicate complex issues clearly and concisely, adapt writing styles for varied audiences, and positively influence and persuade
- Attend staff and Board meetings, advocate meetings, task forces, and other community meetings when needed to help CLA to accomplish its mission.
- Provide regular progress reports to the Executive Director and the Board, including results to date, recent activity, priority contacts to be made, next actions and track donor metrics (e.g. number of contacts/month or year, fundraising goals, etc.)
• Develop and oversee a comprehensive individual donor and major donor pipeline and major gifts program, including donor identification, cultivation, acknowledgment, and donor relations.
• Support the Executive Director in retaining and cultivating new major donors.
• Must be able to work on several projects concurrently while meeting deadlines.
• Perform other duties as assigned or requested by the Executive Director
• Commitment to CLA’s team values.

Preferred Qualifications (nice to have):

• Excellent verbal and written communication skills
• Excellent interpersonal and customer service skills
• Excellent organization and strong management skills
• Undertake special projects as assigned
• Ability to lead and manage a donor portfolio and multiple related projects, often under deadline pressure, with attention to detail and prioritization, and with sound judgement, diplomacy, and problem-solving skills
• Creative thinker and problem-solver with the ability to lead and see projects through to completion and meet tight deadlines
• Sound judgment in maintaining confidentiality of donor information
• Commitment to diversity within the office using an approach that values all individuals and respects differences in regard to race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability and socio-economic circumstance
• Commitment to work collaboratively and respectfully toward resolving obstacles and/or conflicts
• The ability to work both independently, without close supervision, and collaboratively at varying levels of seniority within and outside of Charleston Legal Access.

Salary and Other Benefits

The salary range is $65,000-$70,000 based on experience; benefits include health insurance, phone stipend, Flex Spending Account, flex time, 3 weeks PTO, and semi-remote.

HOW TO APPLY:
Email a cover letter describing your interest in this position and the ways in which you satisfy the qualifications specified above, resume, and two samples of your writing for fundraising
purposes – these could include informal emails to donors, written solicitations, case statements, grants, or other examples.

Email Information: Lana@charlestonlegalaccess.org with subject line “Development Director.” Please direct all inquiries to Lana Kleiman at lana@charlestonlegalaccess.org or (843) 640-5980 Ext. 3.

Applications are being accepted until the position is filled.

Charleston Legal Access is an equal opportunity employer. We value a diverse workforce and an inclusive culture that reflects the rich diversity of the communities we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, familial or veteran status, and we strongly encourage applications from persons of diverse backgrounds.