



POSITION ANNOUNCEMENT

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| POSITION: Chief Development Officer Executive Office | POSTING NO: #1256 | DATE POSTED: November 20, 2012 |
| EMPLOYMENT STATUS: Regular Full-Time – Exempt | LOCATION: Executive Office Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3552 | POSITION REMAINS OPEN UNTIL FILLED |
| CLASSIFICATION: Band 4/Professional | | |

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country’s single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 900 offices throughout the nation. LSC’s mission is to promote equal access to justice and provide grants for high-quality civil legal assistance. LSC currently has approximately 125 employees, all at a single location in Washington, DC. Approximately 70 positions are represented by Local 135 of the International Federation of Professional and Technical Engineers (IFPTE).

The Chief Development Officer serves as the principal development official responsible for providing strategic planning for and management of Legal Services Corporation’s (LSC) fundraising efforts as identified by the Board of Directors (“Board”), the Board’s Institutional Advancement Committee (“Committee”) and LSC’s President. The successful candidate will collaborate with the Committee, the Board, the LSC President, and LSC management to cultivate LSC’s relationships with potential donors and funders. The Chief Development Officer will assist the Committee in exploring opportunities for development activities, which may include raising the profiles, and enhancing awareness of the work of LSC grantees. The Chief Development Officer will provide expertise, advice and counsel on development operations in support of LSC’s mission. This position will report to and serve at the pleasure of the LSC President.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day operations of the development function under the direction of, and in coordination with, the Board, the Committee, and the LSC President. Coordinate with LSC staff.
- Work with the Committee and the LSC President to establish a strategic fundraising plan with measurable goals. Oversee implementation of that plan and report on progress regularly. Ensure that the plan does not undermine the separate fundraising activities of LSC’s grantees.
- Provide leadership and staff service to the Committee to aid it in effectively fulfilling its responsibilities. Develop an annual calendar to cover all crucial development issues in a timely fashion.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with the code of ethics and standards of professional conduct for

fundraising, as well as with the LSC Code of Ethics and Conduct. Work with the Comptroller to ensure compliance with the Protocol on Acceptance and Use of Private Contributions of Funds to LSC ("Protocol").

- Cultivate and nurture relationships with actual and potential corporate, foundation, and individual donors. Conduct research on potential donors and draft funding proposals and relevant development materials. Develop strategies for the cultivation of new donors. Build collaborative relationships with outside funding agencies, foundations and groups.
- Oversee the development and maintenance of an accurate and complete donor database and ensure the prompt and accurate processing of gift acknowledgements.
- Establish and develop an LSC alumni group and honorary support auxiliary group.
- Draft reports to foundations, corporate sponsors and donors who contribute to or fund projects, as well as updates to the Committee, and monitor LSC's progress in completing project deliverables as necessary.
- Understand the development operations of LSC grantees and develop best practices to maximize development operations across all LSC grantees. Provide training and assistance for continued improvements of grantees' development operations.
- Develop strategies to educate and communicate the mission and work of LSC and its grantees to funders and to the public.
- Keep informed of developments in philanthropy and development. Advise the Committee on current trends, issues, problems and activities in order to facilitate policymaking concerning development operations.
- Performs other related duties as assigned.

CORE COMPETENCIES:

Outstanding leadership and management skills; excellent written and oral communication skills; strong commitment to principles of diversity; high degree of flexibility and adaptability, capacity for self-management, and attention to detail; understanding of and commitment to organizational mission and goals; strong organizational skills and ability to manage multiple priorities; ability to influence, motivate, challenge, and inspire confidence among others; ability to develop and lead high performance/high morale teams and to foster teamwork; demonstrated ability to think strategically and create and implement strategic plans; ability to identify opportunities for growth for the development program, and create and implement plans for improvement; constant learner.

Technical/Specialized Skills and Experience:

A minimum of ten (10) years of progressive responsibility in the field of non-profit development and marketing, with a superb reputation among peers and co-workers for quality work and leadership and a proven track record of setting and achieving goals of development plans; Bachelor's degree required; at least two years of managerial experience that includes budgeting, management and staff development; strong computer skills, including Microsoft Office and Adobe applications and knowledge of donor data base programs; strong marketing and presentation skills.

SALARY AND BENEFITS:

Salary Range: \$118,445 - \$145,000 (including Locality Pay), depending upon qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

Submit a résumé, cover letter, writing sample and salary history to:

Legal Services Corporation
Office of Human Resources
3333 K Street, NW, 3rd Floor
Washington, DC 20007-3522
Fax: 202.337.6383
E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.