### ABOUT PUBLIC COUNSEL

Public Counsel is the largest pro bono public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, social, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children’s Rights, Community Development, Consumer Rights & Economic Justice, Homelessness Prevention, Immigrants’ Rights, Veterans’ Rights, the Audrey Irmas Project for Women & Girls’ Rights, and our impact litigation project, Opportunity Under Law.

Public Counsel has a full-time staff of over 130. We are committed to building a diverse staff and encourage applications from people of color, people with disabilities, and people of all gender identities, gender expressions, and sexualities.

### ABOUT DEVELOPMENT

The Development Department is an integral part of Public Counsel’s efforts to create a more just society through legal services, policy advocacy, and civil rights litigation. The department is responsible for raising significant funds by means of fundraising events, grants (federal, state and private), individual donations, cy pres awards, corporate support and various other means.

### JOB SUMMARY

Reporting to the Vice President/Chief Development Officer, the new Donor Stewardship Manager will:

1. Expand and diversify our funding by building new revenue stream from major donors who believe in our mission and want to invest in Public Counsel’s sustainability and growth.
2. Research and create new corporate funding opportunities.
3. Develop and implement new solicitation strategies for individual donors, major and legacy gifts.
4. Create and maintain a portfolio of donors and prospects that generate mid-level and major gifts from a wide range of sources including individuals and family foundations.
5. Cultivate relationships with high-capacity donors with an emphasis on discovering and developing new relationships and funding partnerships.
6. Create and implement a stewardship program for sustained and increased donor engagement.
ESSENTIAL JOB SKILLS AND ABILITIES

- Bachelor’s Degree or equivalent relevant work experience in the nonprofit sector or the higher education development sector;
- Proven track record of at least five years of managing high-level strategic donor relationships is preferred;
- Excellent oral, written, and listening communication skills, including strong presentation skills, with a persuasive ability to articulate compelling reasons for supporting Public Counsel;
- Demonstrable experience in developing and implementing broad fundraising programs from inception to successful closure of major gifts and event sponsorships;
- Ability to work in conjunction with our Communications Department to promote various fundraising activities;
- Knowledge of Los Angeles area philanthropic communities desired;
- Computer proficiency in Microsoft Office Suite and Google Docs. Experience with Blackbaud Raiser’s Edge preferred but not required;
- Attention to detail, outstanding organizational skills, ability to multitask;
- Ability to serve a diverse client population and communicate effectively in a culturally competent manner;
- Ability to be a self-starter;
- Ability to work both independently and in teams;
- Interest in working in a multidisciplinary environment and;
- Commitment to gender/racial/social justice and the mission of Public Counsel.

JOB TYPE AND BENEFITS

- Full-time, Exempt position
- Non-Bargaining
- The salary range for this position is $80,000 - $90,000
- Public Counsel offers a competitive benefits package including:
  - Medical, dental, and vision coverage with both HMO and PPO options,
  - The option to enroll in a Flexible Spending Account,
  - A 403(b) retirement plan with elective contribution and a discretionary employer contribution after a year of employment, and
  - Employer-paid life insurance and disability plans.
- Generous paid time off and compensatory time up to 40 hours per calendar year
- Parking and transit benefits

HOW TO APPLY

We value lived experiences and experiences working with clients across a range of settings. Please consider discussing such experiences in your cover letter, especially if they are not reflected in your resume.

Please click on this link to apply:

https://recruiting.paylocity.com/recruiting/jobs/Details/1137511/Public-Counsel/Donor-Stewardship-Manager---Development

PUBLIC COUNSEL VACCINATION POLICY AND COVID-19 PROTOCOLS

Public Counsel requires vaccination against COVID-19 for all employees, including new hires. Pursuant to federal and state laws, Public Counsel will provide reasonable accommodations to qualified
employees with disabilities or sincerely held religious beliefs, unless doing so would pose an undue hardship.

Public Counsel is generally office-based and will be an effective hybrid-workspace as of June 6, 2022. As such, employees with Public Counsel will be required to work in the office at least one day per week, at the discretion of the head of department. This policy is subject to redesign by leadership. Public Counsel will work in a manner consistent with public health and local and state emergency orders.

PUBLIC COUNSEL EEO POLICY

Public Counsel is an Equal Opportunity Employer that does not discriminate against employees or prospective employees on the basis of union membership or activity, race, religious creed, religious observance, ethnicity, color, gender, sex, sexual orientation, gender identity, gender expression, genetic information or predisposition, military service, military and veteran status, pregnancy, child birth and related medical conditions, marital and family status, national origin, ancestry, age, medical conditions as defined by state or federal law, or disability, or any other basis prohibited by law.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

Our leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities discipline, discharge and general treatment during employment.