



Development Director

OCCUPATIONAL SUMMARY

San Diego Volunteer Lawyer Program, Inc. is looking for a dynamic and experienced individual to join our team as **Development Director**. If you are a development professional looking for an opportunity to help build a development function for an organization with an over 40-year rich history of community impact in San Diego, this is the job for you!

ABOUT THE ORGANIZATION

Established in 1983, San Diego Volunteer Lawyer Program, Inc. (SDVLP) is the oldest and most comprehensive pro bono legal services program in San Diego County. SDVLP's mission is to provide equal access to the justice system by serving as a bridge between indigent and other disadvantaged people in San Diego County and the volunteer lawyers who are willing to donate their time and resources. Our team of talented and passionate employees is collegial, supportive, and committed to providing top-quality legal services to indigent, vulnerable San Diegans.

ESSENTIAL JOB DUTIES:

1. Strategic Planning: Develop and implement a comprehensive development strategy to support the organization's mission and growth objectives.
2. Fundraising Initiatives: Lead and execute fundraising campaigns, grant applications, and donor cultivation efforts to secure financial support from individuals, foundations, and corporate partners.
3. Community Engagement: Build and nurture relationships with key stakeholders, law firms, community leaders, and potential donors to raise awareness of our mission and expand our network of supporters.
4. Event Management: Plan and execute fundraising events, including the annual Justice for All Celebration, and community outreach activities to increase visibility and support for the organization.
5. Collaboration: Work closely with the leadership team to align development efforts with organizational goals and contribute to overall strategic planning.
6. Oversee communications for the organization, including but not limited to public relations, social media, website content, and earned/paid media.
7. Implement and utilize a donor database/CRM tool, and ensure it is used consistently and accurately to inform data-driven decision making and accounting/audit gift reporting.
8. Other duties as assigned.

WORK ENVIRONMENT:

- This position will be onsite at the main office in downtown San Diego, with regular local and regional travel required for donor visits, community meetings, and special



events. This position requires availability to attend events and meetings outside of standard business hours."

WAGE RANGE & BENEFITS:

- The salary range is \$135,000 - \$145,000 DOE.
- A comprehensive package that includes separate medical, dental, and vision insurance plans that cover a wide range of needs, from hospital care and doctor visits to preventive dental cleanings and eye exams. You will be eligible for coverage on the first day of the month after you have been employed for 30 days.
- We pay the full cost for group Life/AD&D premiums.
- 401K retirement plan with up to a 6% match after 6 months of employment.
- 15 days paid annual leave (increases to 20 days after 2 years), 10 days paid sick leave, 16 paid holidays, etc.
- Opportunities for professional growth and development.
- The opportunity to make a significant impact by building and shaping the development function for a respected organization.
- We are an eligible employer for the Public Service Loan Forgiveness (PSLF) Program.

Qualifications

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in a related field
2. Minimum of 5 years of experience in nonprofit development, with a proven track record of successful fundraising.
3. Strong knowledge of San Diego's philanthropic landscape.
4. Excellent communication and interpersonal skills.
5. Ability to work independently and collaboratively in a dynamic, fast-paced environment.
6. Passion for social justice and a commitment to the organization's mission.

SDVLP is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, and any other status protected by state or federal law.

Apply here: <https://sdvlp.org/employment-opportunities/>