DIRECTOR OF DEVELOPMENT AND COMMUNICATION JOB DESCRIPTION:

POSITION SUMMARY:
The Community Legal Center ("CLC"), a 501(c)(3) nonprofit corporation located in Memphis, Tennessee, seeks a Director of Development and Communication who demonstrates a passion for serving and advocating for lower income individuals and other vulnerable populations. With a staff of 14, the CLC receives in excess of 4000 calls each year, providing civil legal services ranging from brief advice to full representation for about 2000 individuals each year. The Director of Development and Communication is responsible for planning, organizing, and directing all of the CLC's fundraising events and activities, as well as engaging with the community to raise awareness of CLC's programs and services. The Director will work closely with the Executive Director, Associate Executive Director, and Board of Directors in coordinating these activities.

The CLC's mission is to provide civil legal services to those with limited means and those at risk, including populations not served by other legal aid agencies. This comes from our conviction that regardless of one's circumstance in life, each person deserves the opportunity to seek justice. Only when other basic needs have been met do most people have sufficient income to pay for a private lawyer.

EDUCATION AND EXPERIENCE

- Bachelor's degree required.
- At least two years of successful fundraising and donor relations experience, including face-to-face individual gift solicitation.
- Familiarity with legal community preferred.
- Grant-writing experience a plus.

QUALIFICATIONS:

- Excellent written and oral communication skills.
- Comfort with and willingness to speak publicly.
- Excellent organizational and time-management skills, ability to manage projects effectively, and a keen attention to detail.
- Demonstrated ability to work independently, simultaneously lead multiple projects, and manage multiple tasks, deadlines, and decisions, with a variety of staff, volunteers, and the community.
- Excellent interpersonal skills, including a strong sense of protocol, tact, and diplomacy, and an ability to work well with a variety of people and personalities.
- Knowledge of and experience with fundraising techniques and communications tools.
- Possess the skills to work with and motivate staff, board members, and volunteers.
- Desire and drive to build external relationships.
- Creativity and resourcefulness.
- Self-starter, goal driven, and able to implement plans and processes to achieve goals.
- A positive attitude, concern for people and community, possess presence, self-confidence, common sense, and good listening ability.
- Able to discreetly and professionally maintain confidentiality.

- Computer skills: Proficient in Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint), Google Workspace, Adobe, Dropbox, Canva, Mailchimp, Salesforce, Facebook, Instagram, LinkedIn, Twitter.
- Must be able to occasionally work outside of standard work hours with reasonable advance notice.
- Willingness to take and implement constructive feedback.
- Able to track and maintain expenses within an established budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General:

- Act as a member of the CLC team by attending meetings and providing input on strategic initiatives.
- Participate in long-range strategic planning and annual budgeting.
- Represent the CLC as a positive, professional, and active member of the greater Memphis community.
- Work closely with the Executive Director, Associate Executive Director, and the Board of the CLC.
- Meet regularly with the Executive Director.
- Demonstrate professional conduct at all times.

Fundraising

- Develop and execute the CLC's annual fundraising plan to support the financial goals of the organization.
- Continually build and maintain positive relationships with donors and prospects.
- Grow a major gifts program including identification, cultivation and solicitation of current and prospective donors, and stewardship of existing donors.
- Solicit individuals, corporations, law firms, and foundations to fund the work of the CLC.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Create and implement in-person and online fundraising opportunities and donor stewardship/cultivation events.
- Build and maintain trust and transparency with donors through consistent, timely, and accurate communication.
- Assist in developing and maintaining community relations and partnerships.
- Oversee fundraising database and tracking systems, including overseeing timely processing of donations and acknowledgements.
- Prepare development reports for the Board of Directors.
- Serve as a member of the Board Advancement Committee.
- Oversee creation of publications to support fundraising activities.
- Perform general administrative tasks.
- Perform other duties as directed by CLC leadership.

Communications

- Make public appearances/accept speaking engagements to share information about the CLC with the community.
- Set up and assist with public appearances/speaking engagements for the Executive Director to share information about the CLC.
- Manage social media accounts and email campaigns.
- Oversee the development, printing, and dissemination of CLC brochures and other printed material.
- Work closely with staff to create and update communications materials to promote individual programs.
- Direct all media communications, including development of press materials, press releases, and target media.
- Create graphic designs as needed.
- Maintain updates to the website.
- Perform general administrative tasks.
- Perform other duties as directed by CLC leadership.

Job Type: Full Time
Salary: $45,000 - $55,000, depending on qualifications and experience
Benefits: CLC's benefits package includes health insurance, flexible workplace, accrued PTO and most federal holidays off, plus CLC's office is closed the week between Christmas and New Year.
Schedule: 8 hour shift, Monday to Friday

APPLICATION INSTRUCTIONS
Interested applicants should submit a cover letter and resume to Diana Comes, Executive Director, at dianac@clcmemphis.org. Please use "Director of Development and Communications Application" for the subject line.