



PART-TIME DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

POSITION SUMMARY: The Community Legal Center, a 501(c)(3) nonprofit corporation, seeks a Part-Time Director of Development and Communications who demonstrates a passion for advocating for lower-income individuals and other vulnerable populations. The Director of Development and Communications is responsible for developing and executing the CLC's annual fundraising plan to support the financial goals of the organization, as well as external communications focused on engaging the community to raise awareness of CLC's programs and services.

SALARY: \$30,000-\$35,000 (DOE) for 20 hours per week

BENEFITS: Part-time positions at CLC offer half of health insurance premiums, paid time off, holidays, including a one-week holiday in December, access to supplemental insurance, free access to an employee assistance program, and the opportunity to participate in health care and dependent-care FSAs.

WORKING ENVIRONMENT: Office environment, hybrid work after probationary period, very occasional evening or weekend hours to attend clinics, seminars, or tabling events.

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Successful fundraising and donor relations experience

SKILLS AND QUALIFICATIONS:

- Demonstrated ability to work independently, simultaneously lead multiple projects, and manage multiple tasks, deadlines, and decisions
- Creativity and resourcefulness
- Computer skills: Proficient in Microsoft Office Suite, Google Workspace, Canva
- Growth mindset with willingness to take and implement constructive feedback

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and execute the CLC's annual fundraising plan to support the financial goals of the organization
- Grow a major gifts program, including identification, cultivation, and solicitation of current and prospective donors, and stewardship of existing donors
- Represent the CLC at community tabling events

Applicants should email a cover letter and resume to Betsy Prendergast at betsyp@clcmemphis.org with the subject line "Part-time Director of Development and Communications"