

**Full-Time Position
Legal Aid Coalition of Southeastern MA
Director of Development**

Job Description

The Legal Aid Coalition of Southeastern Massachusetts, a collaboration between the two legal aid corporations of South Coastal Counties Legal Services and the New Center for Legal Advocacy, is seeking a full-time Director of Development to promote and fund the organization, whose purpose is to provide civil (non-criminal) legal services to low-income people, people with disabilities and elders in Bristol, Plymouth, Dukes, Nantucket, Norfolk and Barnstable Counties. The primary objective of this job is to seek private, unrestricted funds in order to provide assistance for the many eligible applicants now being turned away due to a lack of resources.

Reports to: Executive Director, SCCLS
Supported by: Current office staff and ongoing interaction with and support of the Regional Coordination Committee
Location: Fall River, MA (Office), with extensive travel within region

Responsibilities include, but are not limited to:

- Creation and implementation of a strategic and comprehensive fundraising plan to secure unrestricted and special funds for LACSM through individual and major gifts, corporate and foundation contributions, special events and other initiatives.
- Identification, through prospect research and interaction with staff and volunteers, of appropriate donors with capacity and reason for giving.
- Accomplishment of fundraising goals, building relationships and use of donor-centric strategies and approaches with the following:
 - Board members
 - Members of the legal community, both firms and individuals within the service area and elsewhere as appropriate.
 - Corporations and foundations
 - Individuals and members of the communities served and elsewhere if relevant.
- Interaction with highly-skilled legal and other professionals who provide ongoing service and support to LACSM.
- Creation of Development Committee, then management of volunteers, including meeting set-up and attendance, preparation of materials and supporting work of individual members.
- Preparation and implementation of strategic communications activities and materials in order to raise the public profile and support fundraising, with assistance of professional staff of MA Legal Assistance Corp.
- Management of all aspects of development program administration including planning, database, recordkeeping and reporting and staff assisting with these functions.

Qualifications:

- Bachelor's degree
- A minimum of seven years' professional experience in development required, with a track record of identifying, cultivating and securing contributions from individuals, foundations, and corporations; grant writing; and managing donor relations.
- Demonstrated success in face-to-face solicitation for gifts of \$1,000 and above
- Appreciation of the importance of the legal system, commitment to the mission of LACSM and compassion for the clients
- Superior writing skills
- Ability to forge positive relationships with prospects and colleagues
- Experience in educating, motivating and supporting volunteers in their fundraising role
- Good organizational, interpersonal and communication skills
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Commitment to a multi-year relationship with LACSM
- Familiarity with and/or connection to the communities served will be considered a plus
- CFRE preferred

Candidates may submit resume and cover letter to: Elizabeth Hill, P.O. Box 2507, Fall River, MA 02722-2507 or elizabethhill@verizon.net

The Legal Aid Coalition of Southeastern Massachusetts is an Equal Opportunity/Affirmative Action employer. Minorities, women, the elderly and people with a disability are encouraged to apply. If assistance is needed to participate in the pre-employment process, please inform LACSM.