



## **JOB ANNOUNCEMENT**

### **Director of Development (Full Time Position)**

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or experiencing homelessness, people living with HIV/AIDS, and homeless veterans. In order to meet the dramatic increase in need for our services, ICLC's budget has grown by more than 100% over the past four years. ICLC's \$10 million annual budget is now funded by a combination of individual, law firm, and corporate donations; government grants; foundation grants; and legal fees.

**Position Description:** ICLC seeks an energetic and results-driven fundraiser to be our Director of Development. The Director is responsible for creating revenue-generating opportunity and developing relationships that will diversify and grow ICLC's base of financial support. The Director will be a strong communicator, proven innovator, and successful fundraiser who is motivated by ICLC's mission. The Director works closely with the Board of Directors, supervises a team of four (Grants Manager, Major Gifts Officer, Grants Compliance Administrator, and Communication Manager), and reports directly to the Executive Director. The Director coordinates and manages all of ICLC's fundraising activities, including:

- Create and implement strategies to meet aggressive annual and long-term fundraising goals, including the diversification of funding streams.
- Recommend and implement creative strategies and tactics to steward current and prospective donors.
- Plan and coordinate ICLC's annual Awards Luncheon and other fundraising events, including working with Luncheon Committee comprised of Board Members and other volunteers.
- Manage ICLC's annual letter appeal and other donor mailings.
- Serve as the primary contact for the Board of Directors around development activities, working with the Advancement Committee and with individual Board Members to encourage their own personal giving and fundraising efforts.
- Personally solicit and secure contributions from individual high level donors, maintaining an active portfolio of donors at all times.
- Design and implement strategies to cultivate relationships with the 400+ lawyers who volunteer with ICLC annually in coordination with ICLC's Pro Bono Coordinator.
- Oversee ICLC's communications strategy – including e-fundraising strategies and social media.
- Oversee all grant-related work on behalf of ICLC.

**Hiring Criteria:** Commitment to ICLC's mission and values. Excellent oral and written communication skills. Organized and detail oriented. High professional standards and ability to provide evidence of success in meeting or exceeding goals. Team-oriented approach and a positive attitude. Ability to assume responsibilities quickly and work independently. Minimum 5-7 years fundraising experience. A clear record of building relationships with funders and personally securing individual major gifts. Demonstrated ability to manage members of the Development Team and volunteers.

**Compensation:** Salary commensurate with qualifications and experience. Excellent benefits. Compensation includes satisfaction of helping donors fulfill their passion for social and economic justice by contributing to Inner City Law Center's work.

**How to Apply:** Applications accepted until the position is filled. To apply, please email your resume, cover letter detailing interest in the position, and three references to Monica Ratajczak at [mratajczak@innercitylaw.org](mailto:mratajczak@innercitylaw.org).

ICLC is an equal opportunity employer and all qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition. All qualified applicants with criminal histories shall be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.