Maryland Volunteer Lawyers Service

Director of Development

Job Description

(Full-time, exempt)

Maryland Volunteer Lawyers Service (MVLS), founded in 1981, is the oldest and largest volunteer legal services organization in Maryland. MVLS removes barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. We achieve this goal primarily through our core pro bono program and more targeted programs that serve specialized legal needs. For more program information, visit our website: www.mvlslaw.org.

MVLS’ core values are teamwork, passion for MVLS’ mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff to better reflect the communities we serve.

Summary:
The Director of Development, with the Executive Director and Board of Directors, is responsible for planning, execution, management and evaluation of all fundraising efforts including annual giving, special events, major gifts, grant writing, corporate sponsorship, planned giving as well as donor stewardship, cultivation, correspondence, and communications. The director supervises the Development Manager and Development Associate and oversees the Board’s Fundraising Committee. The Director of Development serves as a member of MVLS’ leadership team. MVLS has an annual budget of approximately $4.3 million.

Job Responsibilities

Development Operations

- Work closely with the Executive Director, Development Manager, Development Associate, and Board of Directors to set fundraising goals and coordinate fundraising efforts
- Plan and implement a comprehensive development strategy to secure annual and major gifts, monthly gifts, planned gifts, grants, corporate sponsorships, and other special gifts to support MVLS
- Collaborate with MVLS Staff to support donor and volunteer stewardship, cultivation, correspondence, and communications
- Manage systems and software, including Donor Perfect database, to track and cultivate donors and prospect.
- Update annual fundraising expense budgets, including for special events
- Track and report progress to Development Team and Board Fundraising Committee

**Major Gifts**

- Help MVLS donors accomplish their philanthropic goals through a relationship with our organization
- Manage and create portfolio of 50+ major donors and prospects
- Create and implement moves management cultivation plans for donors
- Identify and secure major gifts at the $1,000+ level
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Ensure prompt acknowledgment and stewardship of all major donors and gifts
- Responsible for Community Investment Tax Credit application, tracking, reporting and for promoting the tax credits to major donors

**Direct Mail**

- Provide supervision and support to Development Manager who leads the creation and development of annual fund and acquisition appeals
- Work with Development Manager to cultivate and provide stewardship activities to annual fund donors
- Coordinate with the Development Manager, Board of Trustees, and Advisory Board to implement a bi-annual Partner’s Club campaign, including by providing oversight of production and mailing

**Corporate Sponsorship and Special Events**

- With the Executive Director, Board, and Development Team plan all aspects of MVLS’ annual spring fundraising event
- Collaborate with other MVLS staff to plan and host a fall volunteer recognition event
- Develop, plan, and execute other special events for specific MVLS programs as required
- Work with Board and Fundraising Committee to identify new prospects for event sponsorship
- Coordinate all aspects of corporate sponsorship solicitation
- Direct marketing of events, including through social media, email marketing, and public relations efforts

**Grant Writing/Foundation Relations**

- With support from the MVLS program team, coordinate the planning and preparation of grant proposals for private foundation solicitation
- Coordinate with finance staff to prepare and submit all financial and budget information for private foundation applications and reports
• Prepare and compile all components of each grant submission, including by writing accurate and compelling grant applications
• Manage all foundation communications and relationships
• Provide oversight and support to Development Associate for tracking of grant submissions, reporting, and communication

Planned Giving
• Support the overall long-term financial strength and support of MVLS by working with donors and prospective donors to identify and document deferred and planned gifts
• Identify planned giving prospects through Donor Perfect database and board connections
• Assist with creation of marketing materials and communications for the planned giving program, including through the MVLS website
• Recognize and steward relationships with existing legacy society members

Communications
• Oversight responsibility for all external donor communications including thank you letters, monthly e-newsletters, annual report, web content, and print pieces with assistance from the Development Manager and Outreach and Communications Manager
• Develop copy for other marketing materials to donors including case for support, brochures, postcards and other correspondence
• As needed, coordinate special marketing photography and videography to highlight MVLS programs
• Participate in communications and marketing efforts with external PR Consultant

Job Skills & Requirements:
• Strong interpersonal skills and ability to develop meaningful, strategic relationships with current and prospect donors
• Strong written and verbal communications skills, and the ability to tell a good story
• Leadership and management skills including problem solving, planning, strategy, relationship building, and collaboration
• Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
• Strong organizational skills
• Excellent computer and communication skills including proficiency in Microsoft Office Suite, social media, e-mail marketing software, and donor database systems (experience with Donor Perfect, Constant Contact and WordPress a plus)
• Interest, enthusiasm and affinity for fundraising
• Good judgment, integrity, and discretion in handling confidential donor and client information
• Ability to set strategic goals and implement them
• A fast learner with an interest in or knowledge of legal services
Experience & Education:

- Demonstrated experience, success, and progressive responsibility in fundraising with a minimum of five years experience
- Grant writing/management, event management, and individual donor fundraising experience including securing major gifts
- Familiarity with CRM systems
- Proven track record of achieving fundraising goals
- Commitment to MVLS’ mission of providing access to justice for all
- Experience motivating and managing high-profile volunteer leadership and senior executives
- Ability to work some evenings and weekends as needed for board and committee meetings, donor stewardship activities, and special events
- Demonstrated commitment through work experience, lived experience or volunteer experience to communities, such as: Children, Domestic workers, Economically disadvantaged people, Immigrants and refugees, Incarcerated and formerly incarcerated people, LGBTQ people, People of color, People with disabilities, People with HIV/AIDS, Sex workers, Victims of crime and abuse, and Women and girls.

Don’t check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. MVLS is dedicated to building an inclusive, diverse, equitable, and accessible workplace – so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

Compensation
Salary range is $85,000 - $95,000 commensurate on experience with excellent benefits including: 2 health insurance plans to choose from (MVLS fully covers the monthly premium for individual coverage), dental and vision insurance, a flexible spending plan to reimburse employees with pre-tax dollars for out of pocket medical expenses and eligible child care costs, group life insurance, accidental death and dismemberment insurance, short and long term disability coverage, a 401(k) retirement plan with a 3% contribution from MVLS, a monthly commuter stipend equal to the value of an MTA bus pass, 20 vacation days, 2 personal days, 10 sick days and 14 paid holidays per year.

Job Location -
This is an in-office position, with a potential for a hybrid work schedule up to two days a week.

How to Apply

- Please email cover letter, resume, two writing samples, and three professional references to mvls@mvlslaw.org with the subject line “Development Director” Applicants are encouraged to address the core values stated at the top of this job posting in their cover letters.
• Submissions are preferred within 4 weeks from when the application is posted.
• Incomplete applications will not be reviewed.
• No telephone calls, please.

This application was posted on March 13, 2024. MVLS generally begins scheduling interviews after the four week application window has ended. Initial interviews with the hiring committee are scheduled for 45 minutes. For advancing candidates, a second 60 minute interview is held with the hiring committee and the Executive Director. Interview questions are provided in advance. Reference checks are made for final candidates. The interview process generally takes about four weeks. Applicants may request accommodations in the application and interview process by emailing their request to mvls@mvlslaw.org.

A COVID vaccination is required.

*MVLS is an equal opportunity employer. MVLS does not discriminate against any applicant for employment or any employee on the basis of race, nationality, ethnicity, age, religion, disability status, sex assigned at birth, gender identity, gender presentation, sexual orientation, or immigration status.*