



**Title:** Director of Development  
**Status:** Full-time Exempt  
**Reports to:** Executive Director  
**Supervises:** Part-time administrative support  
**Salary:** Commensurate with experience  
**Close/Hire Date:** LCLC will close the posting as soon as we find an exceptional candidate; we are planning a start date of early January 2019

## Description of Organization

Lawndale Christian Legal Center (LCLC) provides North Lawndale at-risk youth, 24 and under, with community-based holistic legal services. This highly relational and innovative model of holistic defense is performed by an interdisciplinary team of attorneys and social service providers working seamlessly together in the community to support, serve, and advocate for youth and young adults in contact with the criminal justice system. The holistic team works together to meet the various needs of our youth from the time they are arrested through the conclusion of their trial, satisfactory completion of any period of probation, supervision, or parole, and beyond. By serving youth holistically in their community, LCLC is leading the transformation of the traditional criminal justice system by establishing new best practices in community-based holistic interventions that are more effective and cost less. More information on LCLC can be found at [www.lclc.net](http://www.lclc.net).

## Who You Are

Do you want to fight injustice? Help vulnerable young people thrive? Do you believe everyone has the right to a fair legal defense? Did you know that on average, more than 1,500 youth are arrested in Lawndale yearly, the second highest rate in Chicago, and over 200 are on probation? And that nationally, one in nine young African American males is behind bars? At LCLC we provide zealous legal defense to some of Chicago's most vulnerable youth – those involved in the justice system, living in poverty, and with no social supports. But our model offers more – the wrap around services that come with our legal defense ensure our youth do not return to the system. These youth are capable of tremendous positive change and growth; our court involved youth respond to these holistic legal services and show incredible fortitude and positive development.

## Job Description

The Director of Development will be an early-to-mid career professional with a track record of success who is ready to lead and implement all the fundraising efforts of a nonprofit. This professional will have the ability to get things done in a fast-paced, growth-oriented setting and will work closely with the Executive Director and senior staff to strengthen core operations and secure the resources needed to make our work successful and our organization sustainable.

Responsibilities include:

- I. Management of all development activities (25%)
  - Set and follow an annual fundraising plan
  - Manage a portfolio of individual and institutional donors and prospects
  - Coordinate with internal finance, program, and executive staff to ensure organizational financial and program needs are integrated into annual fundraising plans
  - Maintain Salesforce database of all donors and funders
  - Provide support to Capital Campaign consultant
  - Periodic reporting to board and Executive Director
- II. Prepare and submit all grant proposals and reports (45%)
  - Lead strategy, planning, scheduling, writing, and submission of all grant-related materials, including letters of inquiry, proposals, and reports, to secure renewals and increase institutional giving

- Explore potential funders and donors, especially untapped corporate, church, civic, and family foundations
- Work closely with Executive Director, finance, and program staff to identify program goals, outcomes, activities, and budgets and ensure submissions reflect these needs and goals

### III. Cultivation, stewardship, and external relations (30%)

- Plan and execute Annual Fund
- Lead the planning and execution of fundraising events (with support staff and Young Professionals Board), taking leadership on renewing and securing new sponsors
- Conduct prospective donor research and recommend cultivation strategies to build a pipeline to increase giving across revenue streams
- Create and execute strategies to more authentically and regularly engage current and prospective donors, clients, and partners in our work
- Develop and execute strategy for building our brand through social media
- Manage regular updates to our website (with technical support provided)
- Collaboratively create and produce regular communications that tell our story in inspiring and innovative ways, which currently includes a monthly e-newsletter

### Required Qualifications

- A bachelor's degree is required, master's preferred, plus at least 4 years working in fund development in a nonprofit
- Because LCLC is heavily funded by institutions, familiarity with institutional giving in Chicago, strong grant writing skills, and experience with various funder submission systems are essential; applicants with no grantwriting experience will not be considered
- Strong written and verbal communication skills; a persuasive communicator with excellent interpersonal and multidisciplinary project skills
- Track record of success in fundraising, storytelling, and stakeholder engagement in a nonprofit, public, or civic setting, especially related to institutional giving and grant writing
- Time management skills and ability to manage priorities and workflow
- Good judgment, with the ability to make timely and sound decisions and a high level of integrity and trustworthiness
- Ability to collaborate with senior civic and corporate leaders and major donors
- High degree of computer literacy and demonstrated ability to learn new programs
- Understanding of and commitment to LCLC's mission

### Application

Please send cover letter, resume, and writing sample (no longer than 3 pages; grant proposal preferred) merged as a single PDF to [development@lclc.net](mailto:development@lclc.net). Include "director" in email subject.

*Lawndale Christian Legal Center is an equal opportunity employer.*

*We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve. We especially encourage applications from residents of the Greater Lawndale community.*