



## **DEVELOPMENT DIRECTOR**

**APPLICATION DEADLINE:** Review of candidates will begin immediately and continue until the position is filled.

### **ABOUT LEGAL SERVICES FOR CHILDREN**

Founded in 1975, Legal Services for Children (“LSC”) is one of the country’s first non-profit law firms dedicated to providing free legal representation and social work services to children. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and grow. We believe that youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities, and immigration detention. LSC pioneered the interdisciplinary approach that is considered a best practice in juvenile law today. We deploy attorney-social worker teams to assist Bay Area children who need to access the legal system to stabilize or improve their lives. LSC’s attorneys represent children in legal matters that involve guardianship, dependency, school discipline, immigration, and other civil legal matters. Our social workers provide crisis intervention, case management, counseling, and psychosocial assessments. LSC staff also engage in policy and advocacy projects aimed at advancing the rights of children.

To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing services with cultural humility. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion and ensuring a workplace where staff can flourish and grow professionally, and well beyond. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

### **ABOUT THE POSITION**

LSC seeks a passionate senior level fundraising & development professional to sustain and increase revenue from a diverse portfolio of funding sources, including foundations, government agencies, law firms, and individuals.

Please note that due to COVID19, employees at Legal Services for Children (LSC) are working remotely. All LSC employees will continue to primarily work remotely and the expectation is that all employees will return to work in LSC’s office when it is safe to do so.

#### **Overall responsibilities:**

- Leads the design and implementation of a comprehensive resource development plan that ensures the ongoing financial stability of the organization, including a robust foundation and government grants portfolio, a law firm and individual donor base and an annual event
- Works closely with the Executive Director and collaborates with Board of Directors to create and implement a fund development plan which increases revenues to support the strategic direction of the organization
- Participates in a six-person Management Team, which plays a leadership role in the overall operations of the organization

- Oversees the communication and marketing efforts of the organization for awareness raising, outreach, information sharing, and donor stewardship

**Primary duties include:**

- Directly supervises Development staff.
- Manages a Major Donor program with a portfolio of at least 50 individuals to ensure annual gifts of \$5,000 or higher through the annual event, the year-end appeal, or special campaigns
- Implements strategies to expand the donor base from a diverse group of Bay Area law firms, corporations and businesses
- Facilitates a committee of leadership volunteers who solicit sponsors for LSC’s fundraising events, including An Evening with LSC (Spring) and various cultivation events throughout the year
- Engages LSC’s dedicated Board of Directors in resource development
- Oversees the production of all public communication materials, — in print and electronic formats
- Monitors all fundraising activities to ensure that the fundraising goals are being achieved
- Monitors trends in the Bay Area, state-wide and nation-wide and adapts fundraising strategies

**Qualifications & Requirements:**

Qualified candidates will hold 10+years of fundraising or relevant experience that conveys the following capacity:

- Proven track record of leading team to generate at least \$2 million in annual philanthropic support from individuals, private foundations and the public sector.
- Understanding of effective donor cultivation and solicitation techniques.
- Experience with the foundation grant making process, special events management, and corporate fundraising. Familiarity with the Bay Area legal sector is a strong plus.
- Aptitude to quickly learn technical programmatic content and then to convey that information in clear and compelling written and verbal communication.
- Attention to detail and excellent project/team management skills including supervision experience.
- An ability to handle multiple deadlines and complex tasks in a fast-paced environment.
- Familiarity with non-profit organization budgeting is a plus.
- An ability to use standard office technology and databases, and a readiness to provide much of your own administrative support in a leanly staffed organization.
- Commitment to providing services with cultural humility and with an approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction

**Salary & Benefits:**

Salary is commensurate with experience, ranging from \$97,000 to \$110,000. Benefits include fully paid health insurance (medical, dental, and vision), retirement savings contribution, and generous paid leave (vacation, sick, holiday, and sabbatical). LSC offers a flexible spending account for qualified health expenses.

**APPLICATION PROCESS**

Please send cover letter, resume, one writing sample that you were the significant editor/ writer of and contact information for three references to [jobs@lsc-sf.org](mailto:jobs@lsc-sf.org) with “Director of Development” in the subject line. **In your cover letter, please address the following in order for your application to be considered:** LSC’s clientele is extremely diverse, and the majority of our clients are youth of color who come from low income backgrounds. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that

enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.**