

JOB ANNOUNCEMENT

DEVELOPMENT DIRECTOR

Legal Services for Seniors, a professional non-profit organization with law offices in Salinas and Seaside, is recruiting for a Development Director.

To apply, please submit a cover letter and resume to Kellie Morgantini, Executive Director, Legal Services for Seniors, 915 Hilby Avenue, Suite 2, Seaside, CA 93955, or email to recruitment@lssmc.net. Information about Legal Services for Seniors is at www.lssmc.net. For inquiries, please call (831) 899-0492. This is a full-time position with competitive benefits. A description of the job follows.

ESSENTIAL JOB FUNCTIONS

FUNDRAISING: Develop and implement fundraising systems and strategies that enable the organization to meet its financial development goals and carry out its programs and operations, in partnership with the Executive Director.

- Develop annual fundraising plan.
- Identify, cultivate, and thank corporate and individual donors.
- Update, develop, and maintain donor database.
- Assist with grant applications; review and provide input.
- Research appropriate grant and foundation opportunities.
- Manage fundraising events.
- Attend Development Committee meetings.
- Maintain accurate financial records.
- Report progress on fundraising goals to the Board President and Development Committee Chair.
- Participate in budget preparation and verify that fundraising goals are accurately included.

COMMUNICATIONS & PUBLIC RELATIONS: Serve as a spokesperson for the organization.

- Promote the organization effectively.
- Advocate for the organization's mission and work.
- Build relationships with constituent and stakeholder groups critical to the organization's success.
- Establish and maintain visibility and accessibility to grantors and donors.
- Represent the organization at outreach and fundraising events.
- Represent the organization to grantors, donors, government agencies, and the local community.
- Create press releases and communicate with the local media.
- Handle marketing, branding, website updates, and social media.

SUPERVISION RECEIVED & EXERCISED

Receive direction from the Executive Director and Board President. Exercise discretion and general supervision over volunteers at fundraising events.

WORKING CONDITIONS

Various business office and public outreach working environments.

QUALIFICATIONS

Knowledge of: Fundraising, public relations, accounting principles, budgeting, grant writing/administration.

Ability to: Communicate clearly and concisely, orally and in writing; effectively plan, organize, and direct development activities; oversee and manage financial functions related to fundraising; establish and maintain effective working relationships with grantors, directors, employees, agencies, and the public.

Prior development experience preferable. Valid California driver license required.