

Senior Development Officer - Richmond

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice.

Founded in 1967, LAJC provides services in four program areas: Civil Rights & Racial Justice, Economic Justice, JustChildren, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

From offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC fiercely advocates for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state. Just in the past 18 months, our team of advocates won a class-wide injunction ordering healthcare reforms in a women's prison, secured a national settlement providing new avenues for relief to over 400 traumatized asylum-seekers whose children were taken from them at the border, launched a statewide school funding campaign, and won major legislative reforms providing relief to nearly a million people who lost their driver's licenses due to unpaid court debt.

About the Opportunity

We are seeking a senior level fundraising professional who can lead our fundraising efforts in Richmond. The Senior Development Officer – Richmond is responsible for building and stewarding a robust relational fundraising program focused on individual annual and major donors in the greater Richmond area. The position will report to the Director of Development, and work in close collaboration with our Executive Director and our five-person development team, including an Associate Director of Development, a Senior Development Officer in Northern Virginia and a Development Associate.

Duties

The Senior Development Officer - Richmond will be expected to:

- Oversee all phases of relational fundraising from individuals (and corporations/law firms) including acquisition, cultivation, solicitation, and stewardship for all LAJC donors in Virginia east of Route 15 and south of Fredericksburg
- Actively manage up to the Executive Director and the Board of Directors, especially with regards to major donors and prospects
- Work collaboratively with their colleagues on the Development Team, program staff, the Director of Communications, and volunteers to strengthen relationships of trust with donors.

Required Qualifications

We're seeking candidates with a strong personal initiative who excel in trust-centered relationship building and effective communications.

- A track record of cultivating, soliciting, and stewarding strong relationships with donors, which resulted in successful annual and major gifts

- A demonstrated commitment to partnering with and advocating in low-wealth communities and communities of color
- Strengths in organization, time management, demonstrating initiative, and oral and written communications

Preferred Qualifications

- At least five years of experience in relational fundraising
- Experience in moves management
- Prior experience (work or lived) using an explicit race equity lens
- Capital or major gifts campaign experience
- Proficiency in Microsoft Office applications, including Word, Outlook, Excel and PowerPoint

Location

Richmond, Virginia

Salary

Salary range is \$60,000 - \$90,000 based on experience and LAJC's salary scale.

Benefits

- Generous leave
- Excellent family health, dental and vision insurance
- 403(b) retirement plan
- Personal professional development budget

Application Instructions

Email a cover letter, resume, three references, and a short writing sample to Tim Wallace at hire@justice4all.org. The cover letter should make it clear what role the applicant played in raising any funds referenced on their resume. The subject of the email should include "Senior Development Officer."

Applications will start being reviewed immediately and on a rolling basis with an expectation that an offer will be made by August 31, 2020. Questions? Contact Tim Wallace at hire@justice4all.org.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to community input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.