

SENIOR DEVELOPMENT OFFICER

Legal Aid Justice Center

Falls Church, VA

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized nonprofit 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. From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Virginia. Just in the past year, we permanently repealed Virginia's driver's license suspension for court debt scheme, secured an injunction slashing the number of immigrants detained by ICE at the largest detention center in the Mid-Atlantic and passed a law giving Virginia oversight authority, won the nation's first COVID-specific, statewide, and enforceable workplace safety standards, passed legislation enabling communities to set up civilian oversight for law enforcement, and decriminalized school-based disorderly conduct, which was a leading contributor to the school-to-prison pipeline, especially for Black students.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, 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.

About the Position

Legal Aid Justice Center seeks a values-driven, relational fundraising professional to manage and grow our portfolio of major donors and prospects in Northern Virginia. This position will work closely with our development, communications, and leadership teams, as well as the Board of Directors, and local fundraising volunteers, to build up and maximize over time an impactful portfolio of major donors. This position will represent the organization to much of the Northern Virginia portfolio, though they will manage up to the Executive Director and other senior leaders to help steward donors when appropriate. This position will also be responsible both for general donor acquisition in Northern Virginia to build a broader and more diverse base of support and for learning about and injecting Community Centric Fundraising principles into their fundraising practice. This position reports to the Director of Development.

Job Duties

Portfolio Management:

- Actively manage your portfolio's membership including qualifying, tracking expected renewal dates, and regularly reviewing the portfolio to ensure strategic prioritization of members
- Create and follow-through on individualized plans for cultivating, soliciting, and stewarding your portfolio members, including by managing up to the Executive Director as appropriate

Northern Virginia Acquisition Efforts:

- Systematically and strategically engage the networks of your portfolio members to build LAJC's base of support
- Find creative ways to introduce LAJC to new and diverse audiences in Northern Virginia while providing opportunities for those audiences to take action to support our mission

Management of LAJC Law Firm Giving:

- Ensure that LAJC's partnering law firms across the state are identified and solicited each year
- Manage LAJC's philanthropic relationships with LAJC's primary champion at each partner firm

Northern Virginia Philanthropic Volunteer Management:

- Help identify and cultivate potential Board members for LAJC from Northern Virginia
- Support current Northern Virginia Board members in their role as fundraisers for LAJC
- Build and manage a Northern Virginia-specific volunteer fundraising group

Community Centric Fundraising & Racial Equity:

- Learn about Community Centric Fundraising (CCF) and actively engage in efforts to build CCF principles into your fundraising practices and those of our team and organization

Required Qualifications

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

- Strong commitment to social, economic, and racial justice including in the fundraising context
- Track record of building strong relationships with donors resulting in increased investment over time
- Strengths in organization, time management, demonstrating initiative, and both oral and written interpersonal communications

Preferred Qualifications

- Five or more years of experience in relational fundraising, including individually solicited gifts
- Experience in moves management
- Prior experience (work or lived) using an explicit race equity lens
- Proficiency in Office365, Donor Perfect (or equivalent database), Microsoft Teams, and SharePoint

Location

This role will be based in our Falls Church office. Occasional travel between offices will be required.

**Application
Deadline**

April 15, 2022. We accept applications on a rolling basis and encourage candidates to apply as soon as possible.

Salary

Salary range is \$67,200 to \$106,400 based on years of relevant experience and LAJC's formal salary scale.

Benefits

Our mission is compelling, and our team members are passionate about their work, and so we recognize the need to provide generous benefits and encourage rest and a healthy work environment. For example, we provide:

- Generous paid time off every year, including 3 to 6 weeks of vacation, 12 days of health leave, 6 weeks parental leave, and 14 holidays (not including bonus holidays/rest days allocated as needed)
- 100% employer paid health, dental, and vision insurance, plus excellent family insurance with annual max of \$2,400 premium contribution to LAJC-sponsored health plan
- 403(b) retirement plan with 4% employer contribution (no required match)
- Strong commitment to professional development
- Relocation package

**Application
Instructions**

Email a cover letter, a list of three professional references, and resume to Tim Wallace at hr@justice4all.org. If you're able, please submit your application as a single PDF titled "[date submitted in yyyy.mm.dd format][last name][first name][position sought]." Please include "Senior Development Officer" in the email subject.

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 client 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.