

Director of Development

Job Description / Posting

Organization

Founded in 1996, the Pro Bono Institute (PBI) is a Washington, D.C.-based nonprofit organization. With an unparalleled depth of knowledge, resource, and expertise, PBI is the respected resource for all things pro bono in the legal profession. PBI does not provide direct legal services. Rather, we are a catalyst, administering projects that support, guide, and inspire legal institutions to enhance access to justice.

Mission

PBI's mission is to explore and identify new approaches to and resources for the provision of legal services to the poor, disadvantaged, and other individuals or groups unable to secure legal assistance to address critical problems. We do so by supporting, enhancing, and transforming the pro bono efforts of our audience, which includes major law firms, in-house corporate legal departments, and public interest organizations in the U.S. and around the world.

Position

PBI seeks a creative, entrepreneurial, and dynamic professional to fill the position of Director of Development. Reporting to the President/CEO and COO, this position will be responsible for developing fundraising strategies and specific action plans; ensuring successful integration and implementation of strategic action plans; and meeting annual fundraising targets to support PBI's enhanced sponsorship, membership, and stewardship goals.

Key responsibilities include, but are not limited to:

Fundraising

- Work with the President/CEO and outside consultants to develop and implement fundraising and year-round cultivation strategies for institutional giving related to PBI's fundraising events;
- Solicit and secure gifts via phone, e-mail, written appeals, and in-person visits; coordinate donor visits by President/CEO and Law Firm Pro Bono and Corporate Pro Bono Project heads;
- Identify and cultivate new law firm, corporate, and vendor prospects, as well as re-engage lapsed donors;
- Identify potential public interest, corporate and law firm foundation grantors and develop solicitation materials and strategies;
- Manage online and hard-copy grant process from submission of grant proposals (grant writing) to annual updates to final reports, with supporting programmatic budgets at milestones;
- Develop dashboards for synthesizing and tracking annual giving across diverse audiences;
- Collaborate with communications and other staff to maximize the fundraising potential of written solicitations, social media, and website content;
- Provide support for fundraising activities related to PBI's Annual Conference and Annual Dinner, in conjunction with event consultants;

- Enhance the effectiveness and accuracy of PBI's contact software;
- Record and track all contributions and donor activity in iMIS database and produce reports in Crystal reports;
- Identify diversified sources and types of contributions to include major gifts and bequests;
- Explore ways to expand the fundraising role of the PBI Board and volunteer leadership.

Membership

- Oversee the annual Law Firm Project membership campaign;
- Develop new initiatives to increase members, from researching and identifying new approaches and benefits through implementation;
- Develop membership solicitation materials, in conjunction with communications and other staff, including dissemination via direct mail, e-mail, website, social media, and other communications vehicles;
- Assist with the development and expansion of potential membership targets and campaigns for the organization.

Stewardship

- Implement stewardship strategies that strengthen long-term relationships with donors;
- Write creative and effective personal acknowledgment and stewardship letters for signature by leadership;
- Create strategy and implement plan, in collaboration with staff members, to provide PBI's substantive content materials, from Law Firm, Corporate, and Global Projects and initiatives, on a regular basis to stakeholders;
- Collaborate with staff to develop recognition procedures for gifts that are consistent across audiences;
- Identify best practices at other organizations for stewardship planning and operation and adaptation by PBI;
- As needed, plan, manage and execute targeted meetings and events that advance donor involvement, cultivation and stewardship for significant gifts, including the PBI Annual Dinner and PBI Annual Conference;
- Support a process that prompts senior staff and assists them in maintaining contact with donors.

Experience and Attributes

The ideal candidate will possess the following:

- Minimum of 6 years of fundraising experience.
- Bachelor's degree from an accredited institution. CFRE preferred.
- A proven track-record of increasing revenue and expanding constituencies, as well as significant involvement in communicating with senior executives.
- Demonstrated success and history of exceeding established goals and metrics; pioneering fresh and creative approaches to fundraising; utilizing social media and/or other technology to broaden the donor pipeline and enhance awareness.

- Demonstrated ability to develop productive relationships; creatively engage and motivate leadership, volunteers, donors, and prospects; and inspire confidence with internal and external constituencies.
- Experience in event-targeted fundraising and sponsorship (although PBI's event consultants are the primary event planners).
- Excellent written and oral communications skills and emotional intelligence with the capacity to synthesize and translate PBI's mission and goals into an articulate and compelling case for support.
- Knowledge of the broader philanthropic community.
- Strong computer and Internet research skills and knowledge of Microsoft Office suite; iMIS database and Crystal reports expertise preferred.

Additional Information

Salary is commensurate with public interest compensation levels, depending on experience, and includes a generous benefits package.

Application Process – *Applications will be accepted until March 15, 2015 and will be reviewed at that time.*

To apply, please send a cover letter, resume, brief writing sample, salary requirements, and a list of references to:

Mr. Christopher Niebling
Operations Manager
Pro Bono Institute
1025 Connecticut Avenue, NW, Suite 205
Washington, DC 20036
jobs@probonoinst.org
www.probonoinst.org

No phone inquiries please. Resumes will be reviewed as they are received.

The Pro Bono Institute is an equal opportunity employer, committed to ensuring fairness without regard to race, gender, sexual orientation, religion, national origin, age, disability or any other aspect protected by law, and welcomes and encourages diverse applicants and employees.