

## **Development Director Inner City Law Center**

Inner City Law Center (ICLC) seeks an experienced Development Director. The Development Director works closely with the Executive Director and the Board of Directors and is responsible for managing all aspects of ICLC's fundraising.

**Organizational Background:** Inner City Law Center has been serving the poorest and most vulnerable individuals and families in Los Angeles County since 1980. Founded on the basic principle that every human being should be treated with dignity and respect at all times, ICLC provides free legal representation and social service advocacy to over 2,000 homeless and working poor clients each year. With thirty employees, including twelve attorneys, ICLC is the only full-time provider of legal services headquartered on Skid Row and is widely recognized for its expertise in housing issues, as well as government and veterans' benefits. ICLC's budget has grown by more than 40% over the past three years to meet the dramatic increase in need. ICLC's \$2.3 million annual budget is funded by a combination of individual and corporate donations, government grants, foundation grants, and legal fees. See [www.innercitylaw.org](http://www.innercitylaw.org).

**Duties and Responsibilities:** The Development Director is responsible for coordinating and managing all of ICLC's fundraising activities, including:

- Developing fundraising plans, including evaluating current efforts and proposing new activities.
- Planning and coordinating the annual awards luncheon and other fundraising events.
- Managing the annual letter appeal and other donor mailings.
- Working with the contracted grant writers to conduct foundation research and to complete grant proposals and all related reporting.
- Maintaining the donor database and grant files.
- Managing communications with donors – including the email newsletter.
- Creating a planned-giving program.
- Working closely with the Executive Director to research, cultivate, and nurture existing and potential funders.
- Working closely with board members, staff, and volunteers to support development efforts.

**Qualifications:** Candidates must have excellent written and oral communication skills and a minimum of five years of fundraising experience, including a history of successful event planning and working with sophisticated, high-level donors. Planned giving experience is a plus, as is experience with legal nonprofits and experience with private foundations and government funding. Candidates should be detail-oriented and must be able to manage multiple projects simultaneously in a dynamic, fast-paced, deadline-oriented environment. Commitment to ICLC's mission and values is required. ICLC's fundraising has dramatically increased in the past few years. We are looking for a Development Director who will continue this trend.

**Compensation:** Salary commensurate with experience. Excellent benefits, including employer paid health insurance for all uninsured dependents.

**How to apply:** Applications preferred by December 16, 2009. Open until filled. For consideration, please email a resume, three references, writing sample, and cover letter to Jenniffer Rojas at [jrojas@innercitylaw.org](mailto:jrojas@innercitylaw.org)