



Director of Development - Position Announcement

Volunteer Lawyers Birmingham (VLB) seeks to hire a Director of Development with proven fundraising experience. The Director of Development will create and oversee the implementation of a comprehensive annual development strategy for fundraising. This strategy will include major gifts, corporate donations, in-kind resources, annual giving and signature fundraising event, online giving, grant solicitation and reporting, and donor/investor stewardship.

The successful candidate will experience in face-to-face solicitation and closing of major gifts, first-hand knowledge of the donor cultivation, experience with annual giving programs and, grant-writing expertise. This position requires frequent out of the office visits with both top prospects and existing donors. Candidates should be highly self-motivated, and they should be passionate about the work of VLB.

Volunteer Lawyers Birmingham is a corps of attorney volunteers coordinated by a professional staff driven to improve access to justice. VLB is the only non-profit in the state of Alabama that provides immediate access to free high-quality attorneys so low-income families can obtain critically needed legal services.

Roles & Responsibilities for the Director of Development include:

- Collaborate with the Executive Director and Board of Directors to create a development plan which increases revenues to support the strategic direction of VLB
- Motivate Board Members to identify prospects and be “door openers” to set and meet fundraising goals
- In conjunction with Executive Director to create and implement annual coordinated and comprehensive solicitation plan to include direct mail solicitations, e-campaigns, grants, major gift solicitations, special events and volunteer-driven fundraising efforts in order to meet annual budgeted goals for the organization
- Prepare regular reports on fundraising progress
- Identify, cultivate and solicit new individual gifts for VLB; maintain portfolio of 150-200 major donor/investor prospects; foster relationships with donors/investors through personal visits and communications; build pipeline of future major gift donors/investors
- Solicit and maintain high-level corporate sponsors by developing year-round business and cultivation plans ensuring superior customer relations; manage event sponsorships in coordination with the Executive Director
- Plan and execute Pro Hops Vino!, VLB’s annual wine and beer-tasting fundraising party
- Work closely with the Executive Director on the preparation and submission of grant applications as outlined in the development strategy
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.



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Highly Qualified Candidates Will:

- Believe authentically in VLB's work of providing access to free high-quality attorneys.
- Have the ability to build rapport with volunteers, donors, and corporate sponsors.
- Work proactively and thrive in a high volume, fast-paced, dynamic environment.
- Operate with a mindset of learning, listening, and achieving goals.

Key Competencies & Skills

- Ability to apply sound judgment and problem-solving skills to conflicts and challenges.
- Skill in making presentations to large and small audiences.
- Speak, listen and write in a clear and thorough manner using effective communication tools and techniques.
- Excellent people skills: ability to work with management, board, staff, donors/investors, volunteers, and professionals within the community.
- Strong communication proficiency, collaboration, and organizational skills.
- Teamwork orientation and leadership skills.

Education, Job Knowledge & Experience Requirements

- Three to five years of successful work experience with a nonprofit organization.
- Bachelor's degree and experience with proven track record in individual and corporate fundraising.
- Working knowledge donor/investor management software and management systems.
- Working knowledge of Microsoft Suites (Word, Excel, Outlook, PowerPoint, etc.)
- Ability to travel - primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
- Access to a car, possession of a valid driver's license, and proof of current automobile insurance.
- Complete and pass all background checks and security clearances.

Compensation

- \$40K - \$60K - based on qualifications, experience, and ongoing superior performance
- Health and dental insurance provided by the organization; matching retirement contributions and vision coverage also available
- Vacation, sick time, and generous paid holiday schedule

Expression of Interest

To apply, submit your cover letter, salary expectations, and resume to HR@VLBHAM.ORG with "Director of Development" in the subject line. To ensure your resume is considered, **PLEASE** follow the submission process. And **PLEASE** – no direct emails or phone calls to Volunteer Lawyers Birmingham staff. We are focused on the mission - to provide immediate access to high-quality attorneys so low-income families can obtain critically needed legal services!! Thank you.