



 **LEGAL AID
JUSTICE CENTER**

Director of Development

**Office Locations: Charlottesville, Richmond,
Petersburg, or Falls Church, VA
(with a preference for Charlottesville)**

DR*i* Waterstone
HUMAN CAPITAL

DR/Waterstone Human Capital
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Arlington, VA 22209
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<https://driwaterstonehc.com/>



Effective. Committed. Accountable.

Legal Aid Justice Center (LAJC) partners with clients and communities across Virginia to fight for racial, social, and economic justice. Together, they are dismantling the systems that create and perpetuate poverty. They fight for justice by combining direct legal advice and representation to clients with community-driven systemic advocacy. They organize alongside community partners, file impactful lawsuits, advocate for broad-level policy change, and amplify their clients' stories, all with the goal of building power in low-income communities and creating lasting change.

Individual Representation

As a legal aid organization, they provide direct legal representation to eligible, low-income clients on a variety of issues. This can relieve some of the immediate impacts of systemic oppression on individuals and families, and can free directly affected community members to lead the work.

Community Organizing

They foster collective strength with people facing oppression in Virginia to end historic imbalances of power and wealth. They organize and support community groups to grow leaders, strengthen communities, and develop tactics and strategies that will create long-lasting change.

Impact Litigation

They use lawsuits as a powerful tool to defend a community's rights, create leverage for movements, and challenge the legal structures that maintain and perpetuate poverty and injustice. When they encounter issues that could be effectively litigated in a way that benefits everyone experiencing the issue, they work with impacted people to challenge the injustice in court.

Policy Advocacy

LAJC's policy advocacy is crucial to dismantling oppression and holding the government accountable. They empower directly impacted community members by amplifying their voices to policymakers, strengthening partnerships with community-led groups, and providing technical assistance and access to those in power.

Communications

They integrate public-facing communications into all their work. They amplify community voices and stories to drive change and share information on legal rights, opportunities for action, and important developments affecting their communities.

Community Education & Outreach

They share knowledge with and from community members most directly impacted by legal and other complex systems that affect their lives. They strive to make the law, legal tools, and systems accessible to everyone while also learning from those directly impacted how these systems can be improved.

The Issues

They recognize that their clients' legal issues are deeply connected to broader systems of injustice and oppression. To achieve community goals, they integrate individual legal representation, impact litigation, communications, policy advocacy, and organizing:

Consumer & Medical Debt: They protect consumers from predatory businesses and lenders by providing legal support and advocating for systemic reforms.

Criminal Legal System: They advocate alongside impacted individuals against the harms of policing, incarceration, and the court system.

Healthcare & Public Benefits: They promote health equity by removing legal and financial barriers to healthcare access and protecting rights in public benefits programs, including unemployment, food assistance, cash assistance, and disability insurance.

Housing: They defend tenants' rights, combat mass eviction, and remove legal and systemic barriers to safe and affordable housing.

Immigration: They work alongside immigrant communities to fight deportation, detention, and family separation, end ICE abuses, and expand access to state benefits like in-state tuition.

Workplace: They organize and litigate on behalf of migrant, immigrant, and low-income workers to advocate for fair wages and improved working conditions at the local, state, and national levels.

Youth, Family, & Schools: They provide legal services to youth and families while advocating for policies that keep young people in school, out of the criminal legal and child welfare systems, and protected from discrimination.

SERVED **3,500** PEOPLE FACING LOSS OF HOUSING. • HELPED **900** PEOPLE ACCESS MEDICAID OR OTHER PUBLIC BENEFITS. • WON **\$160,000** FOR MOBILE HOME RESIDENTS WHOSE RENTS WERE ILLEGALLY HIKE. • ENABLED YOUTH IN **26** DIFFERENT COMMUNITIES TO OVERCOME BARRIERS TO EDUCATION. • SECURED OVER **\$1.2** MILLION IN PAYMENTS OWED TO OUR CLIENTS. • HELPED OVER **300** FAMILIES NAVIGATE OUR IMMIGRATION SYSTEM. • PROTECTED OVER **\$2.4** MILLION IN ASSETS FOR OUR CLIENTS. • HELPED TO WIN OVER **\$1BILLION** IN K-12 EDUCATION FUNDING ABOVE THE GOVERNOR'S BUDGET.





The Opportunity

The **Director of Development (DOD)** will lead a team of development professionals providing guidance, mentorship, and counsel on all aspects of development, including annual giving, major/principal giving, foundation and government giving, estate and gift planning, donor relations, and donor operations. With a remarkable history and track record and an even greater opportunity ahead, LAJC seeks to reach heightened impact and meet increased constituency and programmatic demand. The DOD will report to LAJC's Executive Director, Angela Ciolfi, and participate on the leadership team of the organization. The DOD oversees four direct reports within a Development Department of seven. Primary responsibilities include:

- ❖ Create and oversee the execution of annual fundraising plans to increase revenue in pace with projected organizational needs. As such, the successful candidate will show demonstrated success in growing fundraising programs throughout their career.
- ❖ Manage and guide an Institutional Division that consists of two grant writers in identifying, completing, and reporting on a complex array of private and public grants that can meet growing programmatic demand through FY28.
- ❖ Manage and guide the Associate Director of Development in their oversight of the Individual Division, incorporating best practices in prospect management and in the cultivation, solicitation, and stewardship of over 500 individual annual donors and DAFs.
 - Areas of primary focus include improving and streamlining grant tracking; increasing opportunities for the Executive Director's involvement in cultivating and stewarding current and potential new Institutional funders, especially with an eye toward increasing revenue from regional and national private foundations; accurately forecasting revenue to budget quarterly, and growing predictable, renewable annual revenue.
 - Experienced in enhancing donor engagement and fundraising strategies, focusing on improving tracking and outcome measurement across major donor portfolios. Skilled in consolidating approaches for smaller donors (gifting up to \$999) and driving increased in-person cultivation, solicitation, and stewardship to encourage renewals and upgrades. Proficient in leveraging the Executive Director's involvement to cultivate and steward major individual donors, while utilizing regional Advisory Councils, volunteers, and program staff for prospect identification. Focused on implementing a Planned Giving and Annual Giving programs, growing predictable renewable revenue, and accurately forecasting quarterly revenue to budget.



The Opportunity (cont.)

- ❖ Manage and guide the Senior Development Associate in their oversight and deployment of CRM (Donor Perfect) and other operational resources that support and enhance the work of the two divisions primarily via sophisticated data management.
- ❖ Ensure that all team members establish and work effectively and efficiently toward annual and long-term revenue goals that align with LAJC's current operating and special purpose funding needs and future budget projections. In particular, the Director will work closely with program staff to broaden the Development Department team's understanding of the organization's program priorities and overall work while communicating regularly with program staff on existing funder requirements and potential prospects.
- ❖ Oversee coordination of the Development Department with the Communications Department in a successful execution of joint projects that include Annual Impact Reports, landing pages/URLs to support specific annual appeals, and social media/e-blasts to support specific annual appeals.
- ❖ Serve on the organization's Leadership Team and on LAJC committees, and/or ad hoc work groups as needed.

The Candidate

The successful candidate will have extensive development, donor communications and management experience, working in complex fundraising systems that raise funds from both public and private donors. LAJC requires evidenced skill in creating data informed strategy, building or improving technology and person-based processes and systems to coordinate the solicitation of individual and institutional prospects and manage/coach teams to successful fundraising outcomes.

Competitive applicants will view this as a remarkable and transformative professional opportunity and a chance to work with a group of exceptional and committed colleagues. Candidates will also demonstrate a commitment to Community Centric Fundraising (CCF) and ensure that the development team incorporates facets of CCF into fundraising practices and promotes a mix of revenue that supports community-driven advocacy. Those with experience in development shops that exceed \$10M in philanthropic revenue will be strongly considered. In addition, candidates should have:



- ❖ Deep understanding of effective fundraising strategies and practices.
- ❖ Proven ability to collaborate closely with the Executive Director (ED) and Director of Finance.
- ❖ Experience serving on senior leadership teams and committees.
- ❖ Ability to engage the Executive Director in cultivating individual and institutional funders.
- ❖ Strong advocacy skills for the organization's mission, with the ability to represent and promote LAJC.
- ❖ Excellent interpersonal and communication skills with a track record of managing and leading teams (4 direct reports).
- ❖ Minimum of 5+ years of management experience in a complex philanthropic environment.
- ❖ Strong leadership in managing people, projects, and multifaceted fundraising efforts.
- ❖ Demonstrated experience working in complex fundraising systems, successfully raising significant funds from both public and private donors.
- ❖ Experience managing and guiding an Institutional Division with a team of grant writers (at least 2).
- ❖ Proven ability to identify, report on, and secure private and public grants and meet annual targets.
- ❖ Expertise in improving and streamlining grant tracking and reporting processes.
- ❖ Expertise in prospect management, including the cultivation, solicitation, and stewardship of over individual annual donors and DAFs.
- ❖ Experience tracking and measuring donor moves across major donor portfolios.
- ❖ Ability to consolidate and improve donor approaches, particularly for smaller donors. Strong experience overseeing and deploying CRM systems (preferably Donor Perfect). This would include expertise in using CRM and other operational resources to support sophisticated data management and enhance the work of the fundraising divisions.
- ❖ Proven skill in creating data-informed fundraising strategies and systems to manage the solicitation of approximately 2,000 individual prospects and numerous institutional prospects annually.
- ❖ Experience managing and coaching teams to successful fundraising outcomes using technology and data management tools.



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Applications should be submitted at:
<https://driwaterstonehc.com/position/director-of-development-lajc>

All first-round interviews for this position will take place via video conference with DRWaterstone.

Compensation: Salary Range: \$103,585 - \$134,660. The salary scale for this position is \$103,584 - \$134,660 based on the LAJC salary scale. Positions based in Falls Church receive an upward 12% cost-of-living adjustment, which translates to the following range: \$116,015 - \$150,819.

Social Media Links: [Legal Aid Justice Center/Who We Are](https://www.facebook.com/LegalAidJusticeCenter)
<https://www.facebook.com/LegalAidJusticeCenter>
<https://twitter.com/LegalAidJustice>
<https://www.instagram.com/legalaidjusticecenter/>
<https://www.linkedin.com/company/legal-aid-justice-center/>

Location: Hybrid – Charlottesville, VA preferred, but will consider Richmond, Petersburg, or Falls Church, Virginia.

DRWaterstone is an executive search firm that recruits senior leaders for non-profit and social enterprise organizations.

Equal Opportunity Statement

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 a 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.