



DEVELOPMENT MANAGER

At DC Affordable Law Firm (DCALF), we believe everyone deserves access to justice and that income should not be a barrier to a family's receipt of high-quality legal representation. DCALF was founded in 2015 with the mission of providing high quality, affordable legal services to DC residents who earn too much to qualify for the wide-range of free legal services available in the District but cannot afford representation by private attorneys. DCALF fills a sizeable void in the District's civil legal services landscape as the only nonprofit legal service provider in the District of Columbia centered on the family law, probate, estate planning, and immigration needs of the more than 125,000 hardworking DC residents living two-to-four times above the Federal Poverty Level. Additionally, DCALF is a partner in the Family Law Assistance Network ("FLAN"), an initiative providing limited-scope family law representation and legal assistance to otherwise self-represented DC community members from lower-income households. DCALF is part of an innovative access to justice movement seeking to close the civil justice gap and enhance equitable access to counsel. We are fiercely dedicated to leveling the playing field and ensuring historically underserved clients are able to tackle some of life's most daunting legal issues with a lawyer by their side.

Position Overview: DCALF seeks its first-ever Development Manager to create and implement a fundraising strategy for a young, growing, and thriving nonprofit law firm. This is a great position for someone looking to manage their own fundraising office for the first time with the support of a retained Development Consultant.

The Development Manager will report to the Executive Director and collaborate with DCALF staff and Board of Directors to diversify and grow the organization's \$2.1 annual budget. Successful applicants will be strategic, creative, have strong writing experience, and will have the capacity and willingness to manage all aspects of a development office. This position is a full-time position based in the District of Columbia. Additional information regarding hybrid operations and expectations are outlined below.

The Development Manager's core responsibilities include:

INSTITUTIONAL GIVING

- Research prospects, manage pipelines and calendars, and develop strategies to support and grow revenue received from local and federal government partners, corporations (primarily law firms), and private and public foundations
- Compose timely and compelling LOIs, proposals, reports, and stewardship materials
- Work with the Executive Director to ensure grant budgets reflect project needs and that grant agreement requirements are met

INDIVIDUAL GIVING

- Research prospects and manage and grow DCALF's major donor pipeline
- Create and implement annual communications, solicitation, and stewardship calendar
- Secure and prep Executive Director and Board Members for donor meetings/calls
- Solicit, secure, and steward gifts/pledges of \$1,000+
- Create compelling stewardship and solicitation content for multiple mediums
- Plan, manage, and implement direct mail and e-appeal program
- Plan, manage, and implement 1-2 donor stewardship events per year
- Recruit and manage peer-to-peer giving campaigns

VOLUNTEERS

- Support DCALF's Board of Directors in their fundraising efforts
- Report quarterly to DCALF's Board of Directors on fundraising outcomes, goals, and engagement opportunities
- Manage DCALF's Development Committee

DEVELOPMENT OPERATIONS

- Support organization during the annual audit, as necessary
- Support organization during the annual budget process
- Manage DCALF's development program budget
- Maintain development content/pages on www.dcaffordablelaw.org and public profiles (e.g., Guidestar)
- Coordinate annual solicitation licensing process
- Manage gift processing and gift acknowledgments

The ideal candidate for this position will have:

- Minimum of five years of nonprofit fundraising experience, or a high level of transferrable experience
- Excellent writing, editing, and organizational skills, and the ability to communicate in compelling ways to a wide range of stakeholders
- The ability to work with volunteers in a professional and collaborative manner
- The ability to thrive in a collaborative, team-orientated environment as well as possess the self-motivation necessary to work independently
- Ability to manage up to organizational leadership, including the Executive Director and Board of Directors
- Willingness to learn and carry out DCALF's commitments to accessible justice and racial equity
- Ability to work evening and weekend hours on occasion (with notice)
- Experience with philanthropic communities in the greater DC region appreciated
- Commitment to diversity, inclusion, and race equity

Compensation

Salary range of \$60,000-\$70,000 annually, consistent with experience. DCALF offers a 401(K) retirement plan, medical insurance, elective dental and vision insurance options. DCALF provides 10 days of vacation,

3 personal days, unlimited sick leave, all Federal and local holidays, winter break closure, and family and medical leave.

COVID-19 Considerations

Vaccine Requirement

DCALF staff must be fully vaccinated against COVID-19 and comply with all CDC-booster recommendations as a condition of employment, unless allowed an accommodation consistent with applicable law. Proof of vaccination is required for employment.

Work Environment

DCALF is currently working in a hybrid remote/in-person model. Due to the responsibilities of this position, it is paramount that the candidate come into the office with ease and regularity, approximately 3-4 days/week, consistent with evolving DCALF policies. This position may also require attendance for in-person community engagement events in or near the District of Columbia. Due to the evolving nature of the pandemic, our COVID-19 policies are also subject to change.

The ideal candidate for this position should maintain full-time residence in the District of Columbia, Maryland, or Virginia to facilitate ease of access to DCALF's physical office.

Application Process

- Please submit a cover letter, resume, and list of three references to info@dcaffordablelaw.org with the subject line "**Development Manager, [First and Last Name]**." No calls will be accepted regarding this posting. Please note that applications will be reviewed on a rolling basis.

DC Affordable Law Firm is an equal opportunity employer. We provide equal opportunity to applicants without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, political affiliation, physical or mental disability, or other classification protected by law.