



Position Description for:

Director of Development for Project Support

Background

Lawyers' Committee for Civil Rights Under Law is a tax-exempt, nonprofit, civil rights legal organization representing African-Americans, Hispanics, other minorities, and women in cases arising under employment discrimination, voting rights, housing discrimination, education, environmental justice, and other civil rights legislation. We generally focus on class action or precedent setting litigation and policy issues that have a national impact on civil rights.

The Lawyers' Committee implements its mission and objectives by marshaling the pro bono resources of the private bar for litigation, public policy advocacy, and other forms of service by lawyers to the cause of civil rights. While some continue to argue that attitudes are more important than laws, or that persuasion is more effective than litigation, the history of the advancement of civil rights in this country indicates that the enactment of laws, and the litigation that ultimately enforces them, shapes societal attitudes and converts parchment guarantees into real protections. To protect civil rights effectively requires resources – not limited to financial resources - which law firms, and especially large law firms, can provide. This has become increasingly true as civil rights litigation moves from relatively clear-cut legal issues to the modern civil rights lawsuit –involving extensive fact-finding, discovery, prolonged trials, and lengthy appeals.

The Lawyers' Committee for Civil Rights Under Law has a rich and dynamic history of service, seeking to secure for all the rights that are the ideals on which our country was founded. The Committee's staff, its lawyer volunteers, its supporting law firms, the foundations, corporations, law firms, lawyers and individuals who provide financial support, the staff and lawyer volunteers of the Local Committees, can be justifiably proud of the Committee's many accomplishments. However, much remains to be done to defend the progress already made and to make the ideals of our nation a reality.

Current Situation

Below are brief descriptions of the Committee's primary project areas. The website www.lawyerscommittee.org offers detailed information regarding the history and current legal docket for each area.

The Boulware Group

The Education Project advocates equal educational opportunities for minority and poor youth within our nation's public schools by challenging discriminatory educational practices. The emphasis has been at the secondary school level with some participation in higher education.

The Employment Discrimination Project challenges all forms of workplace discrimination, in both private and governmental agencies.

The Environmental Justice Project advocates on behalf of communities of color in environmental and related civil rights issues. A particular focus has been on rebuilding healthy neighborhoods.

The Fair Housing and Community Development Project challenges discrimination in rental and private markets as well as in public and assisted housing, and currently is focused on communities struggling to rebuild in the wake of Katrina.

The Voting Rights Project litigates voting rights cases, monitors U.S. Justice Department enforcement efforts, and enforces the National Voter Registration Act of 1993 through legal representation, advocacy and public education.

The Minority Business Project works to advance affirmative action and implement innovative ways to ensure that minorities can compete and succeed in the marketplace.

Historically the Committee funded itself primarily through fees generated as a result of litigation and major foundation grants.. Present funding needs are supported by through a comprehensive fundraising strategy. In 2005 the Committee raised approximately 5 million dollars in public support from individual donors, foundations, law firms and corporations. A new capital campaign is being contemplated with the assistance of outside fundraising counsel with a 5 to 7 year timeframe and a goal of raising \$25 to \$50 million dollars to supplement the existing endowment and future program expansion.

Specific Role

A new position of Director of Development for Project Support will be created this year and will report to the Chief Development Officer.

The Director of Development for Project Support will be responsible for the Development Unit, with a staff principally comprised of two Development Officers and two Gift Planning Officers.

While the Chief Development Officer will retain direct responsibility for the new Capital Campaign and for overall fundraising strategy, the Director of Development for Project Support will have direct responsibility for coordinating, supervising, and managing all other development work and personnel, including major gifts, corporate support, foundation grants and planned giving.

This position also is responsible for increasing foundation grants and major gift support for the Committee's core projects, as outlined above, excepting the Voting Rights Project, which currently has its own Director of Development. Close coordination and cooperation with project legal staff and volunteer lawyers is required for the development of new grant proposals, development strategies, and procedures for the Development Unit to ensure its effective interaction with project staff members. Currently, lawyers working in the specific project areas are responsible for writing preliminary grant proposals.

The Director of Development for Project Support will be responsible for creating plans for prospecting, cultivation, solicitation and acknowledgment of restricted and unrestricted gifts.

Additional responsibilities include the following:

- Develop innovative and coordinated fundraising strategies with the Executive Director and the Chief Development Officer
- Work with Project staff to craft detailed development plans and track requests, reports, acknowledgements and renewal submissions
- Implement cultivation and solicitation activities that will stimulate and significantly grow existing individual and institutional giving for each project
- Provide broad leadership, training, and support for Board members and other volunteers to cultivate and solicit financial support. Ensure the essential growth of this volunteer base so as to meet the current and future fiscal needs.
- Create new fundraising initiatives, events and programs to expand the number of donors and private contributions.
- Recruit, train, manage and develop staff.
- Collaborate with staff to devise innovative development, communication, branding and marketing strategies.
- Direct and administer all fundraising activities, with the exception of the Capital Campaign.

Major Objectives

In the first twelve to eighteen months, the new Director of Development for Project Support will:

- Evaluate the structure and performance of the Development Unit; conduct a needs assessment of the resources, tools, procedures, staffing and organizational changes the Development Unit requires to fulfill the organization's strategic objectives
- Present results of the Development Unit needs assessment to the Executive Director and the Chief Development Officer, gain approval for plans; implement required organizational changes and support structure
- Implement plans for organizing and improving the Lawyers' Committee development goals

- Increase funding from donors and foundations by at least \$1 million above 2005 levels over the next 12 months.

Professional Qualifications

The ideal candidate will have the following qualifications:

- Minimum of ten years of development experience across a variety of fundraising disciplines
- Demonstrated success in the cultivation of strong donor relationships that result in major gifts and foundation grants.
- Experience in recruiting, training, managing and motivating a high performing development team and project staff
- Success in working closely with board members, donors, and staff
- Excellent communication, presentation and analytical skills
- A bachelor's degree from an accredited college or university

Personal Characteristics

The ideal candidate will possess the following key characteristics:

- Passionate commitment to civil rights and the rule of law.
- Self-starter capable of developing creative solutions with minimal supervision or guidance
- High degree of intellectual prowess that can stimulate, challenge and motivate both peers and subordinates
- The ability to serve as a coach and mentor
- Strong organizational skills and the ability to prioritize tasks
- The ability to confidently suggest, defend, lead and implement an agenda
- High degree of comfort in playing a direct and personal role in the cultivation of major donors and foundation officers.
- Entrepreneurial approach to identifying new donors and funding sources
- A high degree of energy, passion and “edge”; the ability to bring an assertive and activist orientation to the role
- Demonstrated success in focusing and translating the broad concepts and visions of others into actionable plans

Compensation

A highly competitive compensation package is offered with salary negotiated based on experience. The position also offers a comprehensive benefits package.

Application

Please forward resumes, salary history, and appropriate material immediately to:

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