



Job Description Development Director

Position: Development Director
Organization: The Human Trafficking Legal Center
Location: Washington, D.C.
Employment Type: Full-time
Salary Range: \$90,000-\$100,000
Application Deadline: November 15, 2023
Anticipated Start Date: January 2024

Position Description:

The Human Trafficking Legal Center is seeking a passionate and experienced professional to lead the organization's development program. This is an ideal position for a skilled, energetic, ambitious fundraising professional who is passionate about human rights. The Development Director will report to the President, overseeing all aspects of the organization's development program. The Development Director will implement a Board-approved fundraising strategic plan to secure a diversified portfolio of individual, foundation, and law firm donors.

The Development Director will work closely with the President, Board of Directors, and key partners to identify, cultivate, solicit, and steward donor relationships. The Development Director will ensure the development of foundation proposals and reports and be responsible for developing and overseeing all special appeals, online communications campaigns, and special events, including an annual benefit in October. The Development Director will hire, mentor, and supervise a Development Associate.

The Human Trafficking Legal Center has an annual budget of \$1.2 million. The organization does not solicit or receive government funding. Some travel will be required along the Eastern corridor from Boston to Washington D.C.

The Mission:

The Human Trafficking Legal Center fights to shift the balance of power from traffickers to survivors, connecting survivors with pro bono legal counsel to fight for their rights. We ensure survivors have access to justice. We demand accountability from traffickers, governments, and corporations.

Qualifications:

- Seven or more years of relevant work experience in fundraising and development, preferably within a non-profit, non-governmental organization;
- Passion for human rights;
- Strong track record of fundraising with foundations, individuals, and institutional donors;
- Experience with event planning;
- Excellent organizational, time management, and communication skills;
- Attention to detail;
- Experience in a managerial role and/or as a direct supervisor;
- Strong collaboration skills and commitment to working collaboratively with staff, Board, and constituents including donors, supporters, survivors, and volunteers;
- Self-motivated, with strong leadership skills and ability to take initiative on new tasks without extensive direct supervision;
- Excellent writing, editing, and verbal communication skills;
- Positive attitude, self-confidence, and sense of humor;
- Knowledge of human rights and/or human trafficking issues highly desired;
- Bachelor's degree or its equivalent required. Master's degree in Business or Nonprofit Management preferred;
- Proficiency in Adobe Acrobat required;
- Proficiency in Adobe Creative Suite including InDesign, Photoshop, and Illustrator preferred;
- Proficiency in Canva, Wordpress and Elementor, MailChimp and NEON CRM required.

Responsibilities:

Strategy and Planning:

- Continue the implementation of a Board-approved development plan in alignment with organization's strategic plan;
- Research, identify, approach, and secure funding from individuals, organizations, law firms, and foundations;
- Steward current funders through frequent, personalized email and phone communications;
- Identify new prospective donors and foundations;
- Work with the Board of Directors and advisory committee to schedule and plan fundraising and awareness-raising events.

Development Operations:

- Organize and execute special events, including focused donor events and the annual fundraising event, the On My Side Celebration;
- Hire and supervise a Development Associate;
- Work with the Development Associate and programmatic team members to draft funding proposals and reports;
- Ensure compliance with all donor reporting obligations and program commitments;

- Write and execute annual email and paper fundraising appeals;
- Update and maintain website with respect to development materials and fundraising events;
- Supervise updates to donor lists by Development Associate in NEON CRM database;
- Research and stay abreast of fundraising trends within the nonprofit community;
- Support the President in additional fundraising tasks as needed.

This is a full-time, salaried position. Candidates interested in working remotely will be considered, although candidates located in Washington, D.C. or New York City are preferred. Regular hours are 9:00 to 5:00 Monday through Friday. Benefits include a total of five weeks off per year: three weeks of paid vacation each year; a mental health week office closure in August; and holiday office closure between Christmas and New Year. Employees have all federal holidays as days off; one floating personal day per calendar year; and five days of sick leave each year. Generous benefits also include a SIMPLE IRA retirement plan 2% annual contribution, professional development, and a 100% employer-paid medical/dental/vision insurance plan for all employees.

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, gender, gender identity, sexual orientation, marital status, pregnancy, citizenship, age, religion, disability, status, genetic information, military status, or any other classification as provided by law. Candidates with lived experience are encouraged to apply.

This organization is based in Washington, D.C. where the office functions on a hybrid schedule. Authorization to work in the United States is required.

Applicants should submit a brief cover letter, including how you heard of this opening, why you are interested in the position, and at least two specific examples of relevant fundraising initiatives you have created or led. Please also include a resume, relevant writing sample, and contact details for two references to info@htlegalcenter.org with subject line "Development Director."