Position Title: Director of Development

Deadline for Submission: Application materials will be reviewed and interviews will be scheduled on a rolling basis; interested and qualified candidates are strongly encouraged to submit their application materials promptly.

The Opportunity: Massachusetts Law Reform Institute (MLRI) seeks an experienced, energetic and creative fundraising professional who seeks to make a lasting impact on the lives of countless low income people in Massachusetts. In partnership with the Executive Director, the Director of Development will develop and implement strategies to increase and diversify the organization’s revenue over the next five years and going forward. The Director of Development will help maintain current funding sources, will seek and secure new sources of revenue, and will develop and implement law firm and corporate fundraising strategies, a major gift initiative, a planned giving program, expansion of foundation funding (especially with national funders) and growth of the annual giving appeals and annual fundraising event.

This position is ideal for an entrepreneurial leader with proven fundraising experience who is looking to take the next step to grow their skills and impact. It is an opportunity to make a major contribution to an organization known for the effectiveness of its work, the excellence of its staff and a collaborative culture that provides employees with respect, recognition, and opportunities to be innovative and creative. The Director of Development is a senior management position that reports to the Executive Director.

About MLRI: Founded in 1968, MLRI is a nationally-recognized nonprofit poverty law and policy center. Our mission is to provide statewide advocacy and leadership that advances economic, racial, and social justice for low-income people and communities. We pursue systems change through litigation, legislative and administrative advocacy, coalition building, community lawyering, and other strategies to address laws, policies and practices that harm low-income people. MLRI’s advocacy incorporates a racial equity lens and a community-driven framework that centers the voices and experiences of people with lived experience of poverty, economic and racial injustice. MLRI is also the statewide multi-issue poverty law support center in the Massachusetts civil legal aid delivery system; our advocates provide substantive expertise and technical assistance to frontline legal aid field programs and many other providers who serve low-income people and communities in Massachusetts. For more information see www.mlri.org.

Over the last decade, MLRI has continued to expand in size, reach and impact. Currently, our annual operating budget is more than $5.5 million and we have 30 staff members. Since 2011 MLRI has been led by Georgia Katsoulomitis, the second executive director in the organization’s 54-year history.
**General Responsibilities:**

- Develop and execute a comprehensive fundraising plan for MLRI that is focused on growth and revenue diversification and includes major gifts, planned giving, annual campaigns, foundations & other institutional funders, and social media-focused development strategies
- Supervise the development team which currently includes a Development & Communications Coordinator and a development consultant/grant writer
- Research potential new funding opportunities and work with the Executive Director to cultivate relationships with foundations, corporations, law firms, and individual donors
- Oversee donor-related activities, including donor outreach and cultivation, appreciation, and recognition
- In collaboration with the Executive Director and external communications consultants, oversee and execute components of MLRI’s marketing and communications activities that impact development efforts, including newsletters, annual reports, the MLRI website and blog, and social media
- Oversee fundraising events

**Desired Qualifications:**

- Bachelor’s degree or higher (advanced degree in law or public policy is highly desirable) and minimum 7 years experience in nonprofit fundraising
- History of soliciting and closing gifts and obtaining foundation grants with significant institutional impact
- Highly refined relationship management skills and an ability to create messages that resonate with donors
- Ability to lead, inspire, and support a dedicated development team and Board Development Committee, and to delegate responsibility and prioritize projects
- Excellent written and oral communications and presentation skills, with a demonstrated ability to write in a clear, structured and persuasive manner
- Knowledge of emerging development trends and best practices
- Ability to understand complex legal and public policy concepts and frame the organization’s work into clear written proposals and presentations
- Ability to work collaboratively as a team member, yet independently to execute the responsibilities of the job
- Commitment to MLRI’s mission to serve low-income and historically marginalized people, alleviate poverty, advance racial equity and ensure access to justice for all
- Cultural competence and commitment to diversity, equity and inclusion
- Good sense of humor, self-confident, creative, innovative, resourceful and self-motivated
Compensation and Benefits:

- Position is full-time, though part-time employment may be negotiable
- Competitive salary commensurate with experience and qualifications
- MLRI provides a very generous benefits including health, dental, vision, life and disability insurance, 403(b) plan with a 2% employer contribution, as well as vacation, paid holidays, and family leave

How to Apply:

- Qualified applicants must electronically submit the following: 1) cover letter explaining interest in and qualifications for the position, 2) resume, 3) two development-focused writing samples; 4) three professional references.

- Electronically submit application materials to humanresources@mlri.org with “Development Director” in the subject line. No telephone calls please.

Commitment to Diversity, Equity and Inclusion:

MLRI is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from people of color, immigrants, women, persons with disabilities, members of the LGBTQ community, people with lived experience of poverty and/or racism, and people from underrepresented and historically marginalized groups.

###