

## **Director of Development and Membership Engagement**

NCAJ is seeking a Director of Development and Member Engagement to oversee all fundraising for the organization as well as the management of membership engagement. The Director of Development and Member Engagement works in close collaboration with the Executive Director and leads the development and implementation of the organization's fundraising plan. Additionally, this position oversees the member engagement activities of the organization. The right candidate will implement innovative strategies for increasing revenue as well as develop, manage and execute strategies to improve overall member growth and revenue.

The Director of Development and Member Engagement must demonstrate a passion for NCAJ's mission of protecting people's rights and the priorities of NCAJ.

### **Responsibilities - Fund Development**

- Work closely with the Executive Director to cultivate, solicit and secure funding as well as develop a strategic resource development plan that meets NCAJ's financial needs.
- Participate as a member of the executive team, communicating resource development goals and objectives internally and externally for NCAJ
- Seek opportunities for synergy with organizational strategies to advance NCAJ's mission, goals and programming.
- Develop annual fundraising budgets, prepare and monitor revenue projections, progress reports and long-range forecasts.
- Maintain current donor contacts as well as conduct prospect research to identify and prioritize potential funders while building the involvement of the Executive Director and Board members in the solicitation and donor stewardship process.
- Oversee and maintain a membership and database management system to track membership activity and deadline calendar for all fundraising activities.
- Develop and manage the annual fundraising plan and budget. Track and report on contributed income by source.
- Manage existing and new funding sources to meet the fundraising goals of organization.
- Develop and manage appeals for individual giving to meet annual fundraising goals, including donor cultivation. Manage events or other activities, including political fundraising efforts, related to donor cultivation.
- Manage, foster and develop both new and old partner, sponsor and vendor relationships.
- Develop and support pro bono and public service opportunities for fundraising.
- Prepare the Executive Director for effective individual fundraising activities.
- Works with the Board of Directors on development and donor engagement.
- Ensure that internal systems for donor tracking and engagement meet standards for confidentiality and promptness.
- Work closely with the Director of Finance and Operations and Office Manager to maintain accurate records.

## **Responsibilities - Member Engagement**

- Develop, implement and oversee the organization's member engagement program that fits within the overall organizational strategy.
- Spearhead the implementation of a plan to engage members with the goal of retaining current members and recruiting new members.
- Assist in the review and development of an innovative strategic plan to grow membership and increase non-dues revenue. Drive, build and implement new strategic initiatives, including membership benefit development to advance and increase member engagement.
- Continually monitor and assess member programs, benefits and services for improvement and create, analyze and report data on strategic membership goals, programs and services.

## **General**

- Assist immediately with fundraising for the NCAJ capital campaign.
- Maintain professional affiliations and enhance professional growth and development to keep current in the latest trends in fund development/member engagement.
- Adhere to departmental budget objectives.
- Carry out other duties and responsibilities as directed by the Executive Director.

## **Qualifications**

- At least five years leadership experience in implementing and managing fund development initiatives with a proven track record of success. Major gifts success a plus.
- Exceptional communications skills, including highly effective writing skills.
- Strong organizational skills, attention to detail and strategic thinking.
- Ability to work independently and in collaboration with others to produce compelling funding proposals which result in financial support for NCAJ.
- Solid donor management and reporting experience.
- Ability to contribute to a collaborative team environment.
- Experience working with and supporting a Board of Governors.
- Supervisory/managerial experience.
- Self-starter with strong attention to detail.
- Previous nonprofit experience in a law-related industry or within the legal profession is preferred.
- Bachelor's degree in development, fundraising or a related field. Master's degree preferred.

## **Compensation**

Salary for this full-time position is commensurate with experience and competitive with similar nonprofits. Benefits package includes health and dental insurance, retirement plan, paid time off, short-term and long-term disability, life insurance and a flexible work environment.

## **How to Apply**

Email a cover letter and resume to Kim Crouch at [kcrouch@ncaj.com](mailto:kcrouch@ncaj.com) The posting will remain open until filled.

## **Background**

The North Carolina Advocates for Justice (NCAJ) is a nonpartisan association of legal professionals with more than 2,500 members dedicated to protecting people's rights through community, education and advocacy. NCAJ and its members work to protect the interests and civil rights of injured people, the criminally accused and convicted, families, workers and the disabled. NCAJ is led by a Board of Governors (Board) comprised of lawyers and other legal professionals elected by NCAJ membership. The Board establishes the policy framework to guide NCAJ staff, volunteer activities and programming necessary to support NCAJ's core mission of protecting people's rights.