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**Development Director**

November 2016

**Overview**

The Maine Justice Foundation seeks a Development Director to work closely with the Foundation’s Executive Director and Board of Directors to set goals and design and implement multi-faceted development strategies to help shrink the chasm between the need for civil legal aid for poor and vulnerable Mainers and the insufficient resources available to address this urgent need. The primary focus will be on major gifts and planned giving.

The Development Director must be intrigued by this opportunity to strengthen and build on a new development program. He or she must be a self-starter who enjoys inspiring board members and volunteers to be partners in development. He or she is a talented professional with proven development-related knowledge, skills and abilities. Fair and equal access to civil justice is a core value she or he holds.

Founded in 1983 and located in Hallowell along the Kennebec River, the Maine Justice Foundation exists to promote and support access to civil justice for poor and vulnerable Mainers who need but cannot pay for legal services to address life-changing civil legal matters. Among Maine’s top 20 most active foundations in terms of assets and giving, the Maine Justice Foundation currently manages approximately $5.5 million from a variety of sources and provides funding to providers of civil legal aid.

**How to Apply**

Applicants should submit their applications to Diana Scully, Executive Director, Maine Justice Foundation by email (info@justicemaine.org) or by mail (40 Water Street, Hallowell, ME 04347.) The deadline for applications is 5:00 PM on Friday, December 16, 2016.

Applications must include a cover letter, a resume, and the names and contact information for 3-5 references. In the cover letter, applicants should explain how their knowledge, skills, and abilities will enable them to excel in carrying out the 5 responsibilities specified in the Development Director position description and will help the Maine Justice Foundation generate new resources for civil legal aid.

As a senior level professional, the Development Director will work closely with the Executive Director and Board of Directors to strengthen and conduct a new multi-faceted development program to help shrink the chasm between the need for civil legal aid for poor and vulnerable Mainers and the insufficient resources available to address this urgent need.

**Responsibilities**

*#1 Strategy and Planning*

* Work with the Executive Director and Board of Directors to strengthen and implement a new strategic plan and strategies for building endowments and unrestricted funds.
* Prepare and execute work plans for implementing strategic plan goals, including a schedule of actions and benchmarks to measure progress toward the goals.
* Monitor trends and circumstances that affect implementation of the goals.

*#2 Communications and Marketing*

* Supported by contracted communications professionals, develop and implement a comprehensive communications and marketing plan to include direct mail; e-news; social media (as appropriate); website design and maintenance; and marketing vehicles.

*#3 Major Donor Cultivation and Stewardship*

* In consultation with and supported by the Executive Director and the Board of Directors as active participants, identify and cultivate key potential major donors and nurture existing and budding donor relationships.
* In consultation with and supported by the Executive Director and the Board of Directors, solicit and close gifts well matched to donors’ interests.
* Manage the Bar Fellows Program.

*#4 Planned Giving*

* Work with the Executive Director and Board of Directors to expand the Foundation’s planned giving program.
* Identify, cultivate and solicit donors, and build a legacy society to recognize these donors.

*#5 Administration*

* Work with the Foundation’s support staff to: track all pledges, gifts, and renewals, provide acknowledgements to all donors, and follow up on pledges with reminders, as needed.
* Oversee the support staff’s administration of a donor mailing list and database.
* Support and encourage coordination with other fundraising initiatives for civil legal aid.
* Assure that ethical fundraising practices are understood and practiced by staff, Board members, and volunteers.
* Provide regular progress reports to the Executive Director and Board of Directors.
* Support the work of the Development and Bar Fellows Committees of the Board.

**Qualifications**

***Education and Certification***

A bachelor’s degree is required; an advanced degree is preferred. Certified Fund Raising Executive (CFRE) designation is an asset.

***Knowledge, Skills and Abilities***

The ideal applicant is intrigued by this opportunity to strengthen and build on a new development program. He or she is a self-starter who enjoys inspiring board members and volunteers to be partners in development. He or she is a talented professional with proven development-related knowledge, skills and abilities. With at least five years of a proven track record, she or he will demonstrate the following attributes:

* Ability to plan and act strategically and raise funds to meet development goals.
* Skill in major gift and planned giving work.
* Excellent human relations and communications skills.
* Excellent analytical skills.
* Ability to work collaboratively, yet independently.
* Excellent organizational skills, including ability to meet deadlines/targets and to work successfully with multiple competing priorities.
* Creativity and entrepreneurial skills in maximizing resources in a small organization.
* Skill in using and in training others in development software and reporting.
* Skill in using social media.

***Core Value***

The ideal candidate will hold as a core value fair and equal access to civil justice for poor and vulnerable Mainers.