

## **Chief Development Officer, Pro Bono Net**

(New York Office)

### **Background**

There is no right to counsel in civil disputes in the United States. More than 63 million people live below the poverty line in this country, and when faced with an unlawful eviction, denial of disability benefits, deportation, an abusive spouse, medical debt, or some other potentially life altering legal situation, they are often forced to navigate the justice system on their own. Each year, more than 80 percent of low-income people do not receive the help they need for civil legal issues.

With poverty on the rise and free legal services in decline, the need for innovative solutions to bridge the justice gap grows more pressing.

Pro Bono Net is a national nonprofit dedicated to increasing access to justice. Through innovative technology solutions and expertise in building and mobilizing justice networks, Pro Bono Net transforms the way legal help reaches the underserved. Pro Bono Net empowers those who serve to make a difference and those in need to improve their lives. By combining network building, self-help tools and volunteer mobilization with cutting-edge online resources, Pro Bono Net helps low-income and vulnerable individuals resolve their legal issues.

We work with a broad network of access-to-justice partners to close the justice gap. Our comprehensive programs enable legal advocates to make a stronger impact, increase volunteer participation, and empower the public with resources and self-help tools to improve their lives.

### **Position Overview**

Pro Bono Net seeks a Chief Development Officer to conceive, implement and expand a comprehensive development program. The right candidate will work closely with the Executive Director, Director of Program Development, Board, and staff to raise a significant portion of the organization's approximately \$6 million budget, and will have demonstrated success raising major gifts from foundations, corporations, and individual donors. The Chief Development Officer, based in New York City, will play a key role in the leadership of the organization and will report to the Executive Director, and manage a full time development professional and various part time interns. We are looking for an energetic, strategic, and entrepreneurial candidate who wants to promote our vision for technology and collaboration in service of social justice.

### **Core Responsibilities:**

Develop, implement and manage multi source fundraising strategy, encompassing the full fundraising cycle for: government grants, foundations, individual donors, special events and corporate support.

Create, implement and manage PBN's communications strategy, including: branding, collateral materials, fundraising, website, social media presence and public relations.

Translate the organization's goals into a departmental operational plan. Plan, develop, organize, implement, direct, evaluate and improve the development functions and performance. This includes: budgeting, donor database, compliance with all relevant policies and regulations, reporting and people management.

Serve as member of the organization's Leadership Team and work collaboratively across departments to execute plans and build internal relationships and develop a strong connection to PBN's programmatic work.

## **Key Areas of Focus:**

### ***Corporate Fundraising***

- Develop short and long range goals and strategies for PBN's Law Firm Fundraising Campaign.
  - Manage overall solicitation process, volunteer engagement and gift tracking.
  - Work with ED to develop, cultivate and steward key donor relationships.
- Research and identify additional corporate prospects and develop strategies to build a more robust corporate fundraising sector for the organization.
- Work to grow the organization's visibility, fundraising and in-kind partnerships with Silicon Valley and the rest of the technology sector.

### ***Foundations***

- Work with Senior Program team members to develop, track and steward targeted grants and partnerships from private and public sectors major funders.
- Research and identify key mid-range foundation prospects.
- Develop proposals in an effort to grow both unrestricted and restricted support.

### ***Individual fundraising***

- Manage Board campaign, setting goals and securing annual support.
- Expand current individual support.
  - Identify new prospects and develop connecting strategies to PBN.
  - Steward donor relationships.

### ***Communications***

- Manage PBN's communications and marketing strategies and developing short and long term plans as they, in particular, relate to fundraising functions.
- Manage and maintain, with Senior Program Staff, communications channels including website, blog, social media and direct mail; oversee development of all content. (Development Associate to implement the majority of the tactical activities)
- Lead development and distribution of print and electronic collateral including, but not limited to, newsletters, brochures, e-newsletters, event materials, social media and website.
- Implement and optimize strategies to identify, qualify and nurture prospective donors, and to deepen relationships with existing donors.

## Volunteer Management

- Serve as board liaison to support the ED and develop strong working relationships engaging the board in their fundraising roles and responsibilities.
- Staff and manage the Board Development Committee, supporting the committee chair.
- Report regularly to the Board on development strategies and outcomes.
- Identify and cultivate board prospects.

## Qualifications

- An articulated belief in the mission of the organization.
- A proved track record in fundraising.
- Confident and skilled communicator (written and verbal), emphasizing the ability to listen and hear others.
- Demonstrated ability to think strategically.
- Detail oriented and highly organized, with ability to multitask, establish priorities and achieve results.
- Must be a self-starter who is comfortable working independently on projects in a fast paced organization and taking on new pilot initiatives.
- Ability to adapt to new ideas in a positive way; flexible approach to unexpected changes in priorities and ability to respond to the needs/expectations of diverse stakeholders.
- Willingness and ability to travel if needed.
- Sense of humor and integrity required.
- Bachelor's degree required; graduate degree highly desirable.

## Application Instructions

Interested candidates should submit a CV and cover letter that specifically addresses the candidate's suitability to perform the job responsibilities detailed above to [jobs@probono.net](mailto:jobs@probono.net) with Chief Development Officer in the subject heading. Only those offered interviews will be contacted.

**Deadline: September 23, 2016. Interviews will be conducted on rolling basis.**

*Pro Bono Net is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation.*