

## **PRO BONO RESOURCE CENTER OF MARYLAND**

### **Position Description for DEVELOPMENT DIRECTOR**

The Pro Bono Resource Center of Maryland (PBRC) has an exciting opportunity for a full-time Development Director. We are seeking a dynamic, skilled professional with development and related marketing experience in the nonprofit sector. Relationships in and knowledge of Maryland's legal community will be helpful. The ideal candidate will be a self-starter who is also a team player, highly organized, and personable with excellent written and verbal communication skills.

The Development Director is responsible for planning, supervising, and executing fundraising programs and leading the progression and expansion of the organization's fundraising strategies, including: individual giving and major gifts; corporate giving; grant writing and reporting; and coordination of special events, as well as assisting with board development. The Director will work with board members and staff to identify and cultivate donor prospects and recognize gifts. Salary commensurate with experience; excellent benefits including paid health insurance and employer-matched 401K plan. Option for remote/hybrid or in-person working environment.

#### **Primary responsibilities:**

- Develop and implement a consistent strategy to expand individual giving campaign, including but not limited to direct mail, monthly giving, major gifts, and planned giving to build on existing donor base;
- Manage and expand law firm and corporate fundraising program;
- Work with the Executive Director to nurture current foundation relationships, identify new foundation prospects, and assist with grant-writing and reporting;
- Assist in development of fundraising goals and targets;
- Assist in marketing PBRC programs and services to increase donor support;
- Assist in board development; and
- Plan and implement donor engagement activities, including special events and presentations, for friend- and fundraising

#### **Qualifications:**

- Bachelor's degree with minimum of 5 years of experience in fundraising;
- Strong writing skills, with experience writing donor requests and grant proposals, etc.;
- Computer literacy, including competency with Microsoft Office Suite and CRM/data management systems (previous Salesforce experience preferred)
- Proven ability to work with and motivate volunteers;
- Understanding of the principles of race and socio-economic equity and its application to PBRC's work and culture; and
- Strong commitment to helping the community and ensuring equal access to justice.

#### **Amenities:**

- Salary dependent on experience: \$85-105,000.
- Excellent benefits package including paid health insurance, disability insurance, and employer-matched 401k plan
- Hybrid in person/remote work

#### **TO APPLY:**

- Interested candidates should send, via email, 1) a cover letter describing interest and qualifications for the position, 2) a resume, 3) the names and contact information for three professional references to: [sgoldsmith@probonomd.org](mailto:sgoldsmith@probonomd.org) with the subject line "Development Director - Last Name, First Name."

- Applications will be accepted on a rolling basis; applicants encouraged to apply **by February 15, 2023.**

***NOTE All staff and others working on PBRC-related activities must be fully vaccinated or have an approved exemption granted. Proof of the booster vaccination (determined by compliance with updated CDC / FDA definition) must be submitted to the Executive Assistant.***

*The Pro Bono Resource Center of Maryland (PBRC)'s mission is to engage and support the Maryland legal community in meaningful and impactful volunteer service to ensure equal access to justice for those in need. PBRC is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented.*

PBRC is an equal opportunity employer committed to diversity. We encourage all interested persons to apply including applicants of color, people with disabilities, and others historically underrepresented in the legal field.