Position Description--Director of Development and External Relations

Legal Council for Health Justice (Legal Council) seeks an experienced professional to direct our Development Team and oversee all fundraising work at Legal Council for Health Justice (Legal Council). Legal Council, located in Chicago, Illinois, has an annual budget of approximately $3.5 million and provides legal services to low income individuals and communities across the metropolitan Chicago area and pursues policy issues that impact all Illinoisans.

People of color, women, persons with disabilities, older persons, LGBTQ+, and Veterans are welcomed and strongly encouraged to apply.

About Legal Council for Health Justice:

Founded in 1987, Legal Council is a non-profit law office that pursues legal remedies for discrimination, disadvantage, and disparities in health equity and well-being across the lifespan for Illinoisans impacted by life-changing medical conditions. Legal Council believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by diverse backgrounds, experiences, beliefs, and ways of thinking.

Job Description:

The Development Director, working with the Executive Director and the Board of Directors, will be responsible for creating and executing a plan to meet the agency’s fundraising goals. The Director will also be a liaison between Legal Council and its funders, who provide crucial financial support for the agency’s mission and goals.

This position reports to the Executive Director.

Responsibilities:

- Develop and execute Legal Council’s annual fundraising plan.
- Build a relationship with Legal Council’s Board of Directors and oversee the Board’s Development Committee.
- Oversee a development team of two development associates and a communications manager.
- Secure financial support from individuals, corporations and law firms, and foundations.
- Manage the implementation of Raiser’s Edge and oversee staff responsible for data entry and gift processing.
- Develop and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Oversee organization of special events.
• Develop and track proposals for all foundation, corporate, and government funding, and monitor grant compliance and deliverables for foundation and corporate funders.

Qualifications:

• A track record of developing and maintaining strong, mutually trusting, working relationships with funders and board members.
• Demonstrated commitment to promoting social justice for historically marginalized groups
• 6-10 years of experience in fundraising, non-profit management or non-profit development
• Excellent interpersonal, verbal, writing, organizing, and storytelling skills.
• Knowledge of fundraising databases (Legal Council uses Raiser’s Edge).

Candidates should discuss all relevant experience in their cover letters. Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, HIV, mental illness, racism and its consequences, public housing or other issues affecting our client population.

How to Apply: To apply, email a resume, compelling cover letter, writing sample, and two professional references to: development@legalcouncil.org, attn: Thomas Yates.

Salary: Salary is commensurate with experience and based on agency salary scale ($85,000 to $120,000 depending on experience).

Position is open until filled.