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Alan Levine
Chairperson of the Board

Blaine (Fin) V. Fogg
President

Steven Banks
Attorney-in-Chief

TITLE: Director of Development

MAJOR PURPOSE OF POSITION

The Legal Aid Society has an opening for the position of Director of Development. The Director of Development will report to the President of the Society and will work closely with the President, the Board of Directors and the Board's Development Committee, the Attorney-in-Chief, and the Senior Staff of the Society (particularly the Attorney-in-Charge of the Civil Practice, the Director of Communications, and the head of the Society's Pro Bono program) to create and operate a Development Program for the Society that will move the Society towards its goal of being able to provide essential legal services to all indigent families and individuals in New York City.

ESSENTIAL DUTIES/RESPONSIBILITIES

The Director of Development will be expected to:

1. Develop and oversee a professional Development staff;
2. Work closely with the Board and the Staff of the Society to develop and implement a strategy to move the philanthropic support of the Society beyond its core relationship with the New York legal community;
3. Work closely with the Chair of the Board, the President, the Attorney-in-Chief, and other Board members and members of the Senior Staff (particularly the Attorney-in-Charge of the Civil Practice, the Director of Communications, and the head of the Society's Pro Bono program) to strengthen the Society's public image as the country's leading provider of legal services for low income clients;
4. Develop and cultivate institutional support and major donor support; and
5. Enhance the Society's relations with the Board of Directors and law firms providing sustaining support to the Society.

TRAINING AND QUALIFICATIONS

A successful candidate should have the following attributes:

- A passion for and commitment to the mission of the Legal Aid Society;
- The capacity to develop an in-depth understanding of The Legal Aid Society's operations, history, and goals;
- Substantial not-for-profit development experience;
- The organizational and managerial capacity to build and direct a broad-based fund-raising program including substantial experience in developing and maintaining a major gifts campaign;
- The experience and interpersonal skills to effectively support a talented, high-level Board of Directors;
- Cultural sensitivity and commitment to the highest standards of professionalism and integrity;
- At least a bachelor's degree, preferably a relevant graduate degree.

Send resume and cover letter to: AJFox@legal-aid.org or fax to (646) 616-4523.

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.

The Legal Aid Society
Human Resources
199 Water Street
New York, New York 10038