

Maine Justice Foundation Development Director Job Description

Overview

Founded in 1983, the Maine Justice Foundation (formerly, the Maine Bar 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 \$6 million from a variety of sources and provides funding to several core providers of civil legal aid and others. For more information about the Foundation go to www.justicemaine.org. **The Foundation seeks applicants for the position of Development Director to increase its capacity to provide civil legal aid to Maine's most vulnerable residents.**

Position

Type of Position: Full-time professional with benefits
Position Reports to: Executive Director, Maine Justice Foundation
Location of Position: Flexible work arrangement including possibility of working from central Maine office and/or work from home with travel as needed.

As a senior level professional, the Foundation's Development Director will work closely with the Executive Director and Board of Directors to manage a 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

Develop and Grow Existing Funds, Fundraising Campaigns and Endowments

- Identify, cultivate, and solicit individual and corporate donor contributions for the Racial Justice Fund, LGBTQ Fund, Bar Fellows Fund, and others.
- Oversee and manage the Campaign for Justice, an annual fundraising campaign among the Maine Bar to benefit six legal service providers (Pine Tree Legal Assistance, Volunteer Lawyer's Project, Legal Services for the Elderly, Cumberland Legal Aid Clinic, Maine Equal Justice, and Immigrant Legal Advocacy Project).
- In consultation with and supported by the Executive Director and the Board of Directors, identify new funding opportunities that advance the mission of the Maine Justice Foundation to ensure access to justice for all Mainers.

Major Donor Cultivation and Stewardship for Planned Giving, Annual Giving and Donor Directed Funds

- In consultation with and supported by the Executive Director and the Board of Directors as active participants, identify, cultivate, and solicit key potential major donors and nurture existing and budding donor relationships for planned giving.
- Work with the Executive Director and Board of Directors to develop and implement a long-range plan to build a base of annual individual donors.

Manage Grant Processes of Foundation

- Apply for and secure grants on behalf of Foundation
- Oversee granting process from various funds and endowments of Foundation including Racial Justice Fund, LGBTQ Fund, Named Endowments, and other funds, including, but not limited to operationalizing new grant making software.
- Serve as staff support to Board Grants and Programs Committee and Advisory Committee of the Racial Justice Fund.

Management, Communications and Administration

- Work with and manage 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.
- Collaborate with development staff, the Executive Director and the Board of Directors to meet goals of development program.
- Oversee support staff's administration of donor mailing lists and database.
- Assist Executive Director and Board with organizational communications including, but not limited to, website management, development of press releases and public gift acknowledgements and donor materials.
- 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.

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 candidate is a strong, confident leader and experienced fundraiser who enjoys inspiring board members and volunteers to be partners in development. With at least five years of a proven track record, she or he will demonstrate the following attributes:

- Ability to interact and work well with a diverse population and a wide variety of people, including volunteers, donors, business and community partners, members of the Maine Bar and Judiciary and community members.
- Commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- 4 or more years of development experience in the public or private sector.
- Ability to plan and act strategically and raise funds to meet development goals.
- Experienced in major gift and planned giving work.
- Excellent human relations and communications 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 or solo project.
- 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.