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Job Opening: Development Specialist

Philadelphia, PA

The Education Law Center-PA, a statewide nonprofit legal advocacy organization that has played a leading role on key issues of educational equity and civil rights since 1975, seeks an experienced professional for a full-time development position in our Philadelphia office. The candidate should have at least 5-10 years of experience in development for a non-profit, particularly working with individual donors, events and sponsorships, and foundations. The ideal candidate will also have a demonstrated commitment to civil rights, racial justice, and advancing the rights of underserved populations.

ELC's mission is to ensure that all children in Pennsylvania have access to a quality public education. We focus on underserved students including students in poverty, students of color, students with disabilities, English learners, LGBTQ youth, students experiencing homelessness, and students in the foster care and juvenile justice systems.

POSITION SUMMARY:

Reporting to and in partnership with the Executive Director, the Development Specialist is responsible for planning, organizing, and directing ELC's fundraising, including the major gifts program, annual fund, planned giving, special events, sponsorship, and related donor outreach and communications. The Development Specialist works closely with the Executive Director, the grant writing consultant, the communications specialist, and the Board of Directors, setting goals and strategies for development and fundraising efforts, and works carefully and independently in planning, organizing and implementation of the development efforts, with a focus on clear, concise, and compelling written communications to donors and planning the annual celebration. The Development Specialist's primary responsibility will be to expand and diversify ELC's current donor base and work closely with other team members to secure funding to meet the organization's financial goals.

JOB RESPONSIBILITIES:

- Set strategy for, develop, and implement all aspects of ELC's development program, including individual and major gifts, law firm and corporate partnerships, special events, prospect research, and donor communications and social media
- Draft prospect and donor correspondence, including digital and print solicitations, acknowledgements, and stewardship materials
- Create and maintain accurate and up-to-date donor materials in print and on website
- Work together with the Executive Director to steward relationships with a diverse group of foundation, corporate, and individual funders
- Oversee fundraising database to track revenue, donor patterns and trends, and develop fundraising reports and forecasts
- Partner with ELC attorneys in developing marketing and donor communications about ELC's legal advocacy work and client stories
- Grow a major gifts program including identification, cultivation, and solicitation of major donors

Ensuring that all of Pennsylvania's children have equal access to a quality public education.

- Direct the annual fund program, including mailings and annual fundraising drives
- Plan fundraising special events
- Provide support for Development Committee meetings of the Board
- Perform other related duties as requested

QUALIFICATIONS:

- High-energy person with a passion for ELC’s mission, including a commitment to civil rights, racial justice, and advancing the rights of underserved populations.
- Ability to mobilize staff, board, and other stakeholders toward a common goal
- Excellent writing, communication, presentation, and organizational skills; ability to articulate the organization's mission, program objectives, and resource needs
- Follow through on tasks and goals, with great and careful attention to detail
- Ability to work both independently and as a team player who will productively engage with others at varying levels of seniority within and outside ELC
- Demonstrated record of attracting and securing gifts from donors
- Demonstrated ability to build relationships with donors
- Demonstrated ability to create multi-year plans, set objectives, and achieve goals
- Hands-on ability to manage and work directly with donor management software (familiarity with Donor Perfect, Constant Contact, and WordPress a plus)
- Possess the skills to work with and motivate staff, board members, and other volunteers
- Be a self-starter and goal driven to initiate donor visits and fundraising calls
- 5 years minimum experience in professional fundraising

To apply, please submit a **letter of interest** and a **curriculum vitae** by email to hrphl@elc-pa.org with **“Development Specialist Applicant”** in the subject line. Applicants will be reviewed on a rolling basis. The salary is commensurate with experience, and generous benefits are provided. ELC staff are currently working remotely, and we anticipate a hybrid model as of January 2022. ELC requires that all employees show proof of COVID-19 vaccination. Medical and religious exemptions are reviewed on an individual basis in accordance with applicable law.

Education Law Center-PA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.