



Director of Development and Communications

Kennewick, Olympia, Seattle,

Wenatchee, or Yakima

Full-time

columbialegal.org

Who We Are

Columbia Legal Services (CLS) is a community-centered civil legal aid organization that advances social, economic, and racial equity for people living in poverty. We support communities and movements by bringing deep legal expertise that is grounded in – and strongly guided by – an understanding of race equity. We seek systemic solutions by bringing class action lawsuits, using cutting edge legal theories, engaging in policy advocacy, and supporting communities in building their own power. We have a special responsibility to serve people whose access to free legal services is restricted, due to institutionalized or immigration status. You can learn more about CLS and the focus of our work [here](#).

At CLS we seek for our team to reflect our organizational values of community, race equity, and justice. This includes hiring staff with connection to the communities we serve, where feasible, and a commitment to strive for justice and equity in our hiring practices and in our staff culture.

Position Summary

Columbia Legal Services seeks a highly-collaborative and experienced full-time Director of Development and Communications to use their talents as a member of our statewide team, working toward a Washington State in which every person enjoys full human rights and economic opportunities.

Reporting to the Executive Director, the Director of Development and Communications serves as a core member of the organization's executive leadership team (the Organizational Management Team, or OMT), and is supervisor to a collaborative development and communications (DECO) team of 3-4 staff and interns. While CLS projects total revenue of \$5 million per year, the DECO team is responsible for working to raise ~15-20% of that revenue.

This position is responsible for overseeing the joint development and communications department, including developing strategic annual fundraising and communications plans for the organization, implementing internal and external communications strategies to further our advocacy and mission, coordinating CLS grant-seeking activities, and working with others on the OMT on organizational policies. The person in this role will also be involved in our participatory budgeting process where all staff have input into how we allocate funds.

CLS brings its core values of community, race equity, and justice into all aspects of its work, and we seek an individual for this role who aligns with these values and is interested in the continued pursuit of community-centric fundraising and communications practices.

All CLS staff have the ability to complete some work remotely; however, this position will require some physical presence at the office, as well as an ability to attend required meetings at the office and in the community. This position may be based in any CLS office; CLS office locations include Seattle, Olympia, Kennewick, Yakima, and Wenatchee.

Beginning February 1, 2022, CLS is requiring that all employees adhere to our COVID-19 vaccine mandate through proof of vaccination or by requesting a medical or religious accommodation.

Responsibilities

Communications

- Support advocacy department, Community Engagement Team, and other departments in internal and external messaging and communication, ensuring that communications from different departments work together to forward the CLS mission
- Create and manage annual communications plan, with support from communications staff
- Develop and manage internal communications policies, with support from communications staff
- Lead proactive media strategy and engagement around key advocacy issues including talking points, narrative development, and briefing documents
- Continue to build and maintain media contacts
- Lead fundraising communications strategy
- Supervise website content
- Direct the development and distribution of electronic and print collateral

Fundraising and Development

- Develop and manage annual fundraising plan that includes direct giving and individual fundraising, grants, corporate giving, charitable trusts and estate gifts, and other resources
- Align events, communications, appeals, and giving with CLS mission, using a community-centric and storytelling model
- Lead staff and board conversations on ethical and value-centered fundraising
- Develop and regularly present on fundraising dashboards for the Executive Director, OMT, and Board of Directors
- Supervise revenue tracking and donor data such as giving trends
- Coordinate grant writing, research, and reporting as well as other grant activities
- Support community mapping project to identify stakeholders and supporters
- Manage major donor and funder portfolio, delegating where appropriate

Board of Directors

- Build relationships with Board of Directors to further Board members' understanding of community-centric fundraising and CLS' fundraising and communications goals
- Develop Board of Directors fundraising and communications plans, considering the function and capacity of the Board over time
- Engage the Board of Directors in development and communications activities, including individual fundraising, foundation meetings, and communication around current advocacy work and community-centered work
- Provide strong, creative, energetic, and strategic leadership to Board Resource and Development Committee

Management

- Lead the development and communications team, including supervision of the engagement and resource manager, communications manager, and other department support staff
- Support professional development of staff in the DeCo department
- Coordinate team participation in working groups and specific advocacy
- Identify departmental goals, priorities, and long-term strategy, and develop meaningful accountability structures for development and communications work
- Provide thought partnership on communications and fundraising to communications manager, engagement and resource manager, and members of the organizational management team
- Serve as a member of the Organizational Management Team, developing policies and implementing strategy
- Create and manage department budget

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

Qualifications

- Five or more years' experience in fundraising/development, communications, and/or community engagement, or any combination of education and experience which demonstrates the ability to perform the duties of this position.
- Demonstrated knowledge of funding landscape and community-centered fundraising, and demonstrated results in accomplishing short- and long-term fundraising goals
- Experience in developing and implementing internal and external communications strategies
- Strong written, oral, public, and interpersonal communications skills
- Strong relationship builder with the ability to build consensus and strengthen collaboration among diverse groups
- Experience working with people from a variety of racial, cultural, and economic backgrounds
- Experience supervising other staff or long-term interns (greater than 3 months)

- Ability to integrate organizational values and priorities into communications and fundraising appeals

Preferred

- Experience in both fundraising and communications, including communications related to advocacy work
- Experience developing annual fundraising and/or communications plans
- Experience analyzing the effectiveness of communications and/or fundraising campaigns, including digital campaigns
- Experience working directly with board members to increase board engagement in communications and/or development
- Demonstrated track record of successful action toward racial justice
- Experience with digital fundraising and communications platforms

Compensation

This full-time, non-exempt position is a confidential role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary will be based on years of experience; the current annual salary range for an experienced Development and Communications Director with 7-11 years of experience is \$86,922 - \$96,440.

We also offer a comprehensive compensation package including the following:

- 14 paid holidays annually
- Winter Break office closure between Christmas and New Year's
- 12 sick days annually
- 15-21 paid vacation days annually (based on years of experience)
- 3-5 personal days annually (based on years of experience)
- Paid parental and family medical leave benefits
- Paid sabbatical every 7 years

Additionally, we pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums.

We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

During the COVID-19 pandemic, we have also provided home office setup support for working remotely, time off for vaccinations or illness related to COVID-19, and an additional small stipend for miscellaneous costs. We are continuing those benefits into 2022.

To Apply

Send a cover letter and resume in PDF format to careers@columbialegal.org. Please make DECO Director your subject line. We accept applications on a rolling basis, with priority given to those received before January 31. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.