



Director of Development
Full-time hybrid staff position

Pro Bono Network is a nonprofit organization located in Oak Park, Illinois, whose mission is to empower volunteer attorneys to meet the unserved legal needs of low-income persons. We partner with legal aid agencies throughout Cook and DuPage counties, structuring projects to match the needs of our volunteers. Our projects and more information on PBN can be found at www.pro-bono-network.org. We have a flexible, collaborative and supportive work environment, with 2 full-time staff, 4 part-time staff and 2 consultants. We also have college interns and volunteers occasionally working in the office. Staff currently work a combination of remote and in-office days, with Tuesdays as a current in-office day for all staff. PBN is committed to attracting and retaining a diverse staff, and encourages people of color, individuals who identify on the LGBTQIA+ spectrum, and people with disabilities to apply.

This is a 40 hour per week full-time hybrid employee position with an ideal start date of July 8, 2024. The annual salary will be \$65,000-\$75,000. Benefits include PTO and access to an optional retirement plan. The position will be hybrid, with a requirement of 2 days in office per week. Occasional evening and weekend hours will be required.

Position description:

Pro Bono Network is seeking a Director of Development. The position will have primary responsibility for creating and implementing the development plan for Pro Bono Network with an annual budget of \$370,000. Responsibilities include:

- Directing the annual fundraising calendar, engaging staff and board in implementation, while tracking and reporting on results. Taking a lead role in revising the fundraising calendar for subsequent years.
- Overseeing Development department staff, volunteers and interns. (PBN currently doesn't have additional development staff, but has plans to hire a part-time Development Associate before the end of 2024.)
- Managing Pro Bono Network's individual donor relationships including donor prospect research, cultivation, solicitation, and stewardship.
- Handling routine donor communications- templates, acknowledgements, and responding to inquiries.
- Planning and executing fundraising events (annual large event for 100-250 people, plus smaller events). This responsibility includes obtaining sponsors, coordinating with vendors, organizing registration, staffing any board-related planning committees, and managing entertainment/programming.

- Facilitating the Annual Appeal- includes collaborating with Program and Communications staff, organizing the physical printing and letter assembly, as well as ensuring coordinated social media and email communication.
- Creating and implementing a grant plan in coordination with ED in alignment with the Strategic Plan; write and submit grant applications (in collaboration with program staff and ED) and manage all current grant reporting requirements.
- Leading the initiative to expand Pro Bono Network's Corporate Giving Program with support from the ED, the board, and the Advisory Council. Leading creation of the strategy and messaging, and building relationships with potential corporate partners.
- Collaborating significantly with the Communications Manager to ensure consistent and clear messaging.
- Maintaining PBN's donor database (Little Green Light) and producing donor reports as needed. Creating development/fundraising status reports for the Executive Director and Board.
- Supporting board engagement with development activities and providing fundraising training for the Board and Advisory Council.

In addition, this position will:

- Actively participate in weekly staff meetings.
- Serve as staff liaison to the board's Development Committee, working closely with the Committee chair.
- Attend board meetings periodically to provide development updates and support board engagement with development activities.
- Attend organization-wide events.
- Perform other general responsibilities of the office when needed, in the same manner as all current staff.

Qualifications:

- **Proven Success in Fundraising:** Demonstrated success for at least 3 years in designing and implementing fundraising strategies, cultivating and soliciting individual and institutional donors, successfully winning grants, and meeting fundraising goals.
- **Communication Skills:** Excellent verbal and written communication skills to effectively convey Pro Bono Network's mission, engage with donors, build relationships, write inspiring grant applications, and craft compelling fundraising appeals.
- **Event Planning and Management:** Ability to plan, execute, and evaluate fundraising events, such as galas, auctions, and campaigns, to maximize donor engagement and revenue generation.
- **Proficiency in Donor Database Management:** Experience with managing donor databases, CRM systems, or fundraising software to track donor interactions,

segment donor lists, generate reports, and analyze donor data for strategic fundraising purposes.

- Commitment to Ethical Fundraising Practices: Adherence to ethical fundraising standards, including transparency, donor confidentiality, and compliance with relevant regulations and laws.
- Strategic Thinking, Adaptability, and Innovation: Willingness to adapt to changing circumstances, explore innovative fundraising approaches, and think strategically about how best to accomplish our organizational goals. Capable of working well independently and in a team environment, handling multiple assignments, and meeting deadlines.
- Passion for Pro Bono Network's Mission: Genuine affinity with the organization's mission and alignment with Pro Bono Network's values.

Supervision:

The Director of Development will report directly to the Executive Director, and will work closely with the Director of Programming and the Communications Manager to ensure continuity among all aspects of PBN's work.

Application procedure:

Please email resume and cover letter with the subject "Application: PBN Director of Development" to molly.maccready@pro-bono-network.org. Please include your availability to start, and two professional references. References will not be called without notice to the applicant. Position will be posted until filled with priority consideration for resumes submitted by May 22, 2024.