



## **Director of Development & Communications**

DLU is seeking a Director of Development and Communications (DODAC). This is a full-time, exempt position that is fully remote. The DODAC will report to the Executive Director and is a member of our senior management team.

**Our Organization:** Formerly the Civil Rights Education and Enforcement Center (CREEC), Disability Law United (DLU) is a nonprofit legal organization that fights for liberation and equity through the lens of intersectional disability justice. Our work is informed by grassroots movements for systemic change and centers the concerns and goals of people with disabilities who are confronting barriers to accessing programs and services. We are widely recognized for systemic change litigation and for education and support for impacted community members, lawyers, and advocates.

**Our Mission:** DLU's goal is to ensure that everyone can fully and independently participate in our nation's civic life without discrimination based on disability, race, religion, national origin, age, sexual orientation, or gender identity. We challenge discrimination through litigation and education, seeking systemic change and improvement in individual lives in areas including immigration, the criminal legal system and environmental justice at the nexus of disability rights.

## **Director of Development and Communications**

We seek an enthusiastic Director of Development and Communications (DODAC) to secure financial support for our organization and communicate DLU's impact. The organization is funded predominately by attorney's fees, and we have laid the groundwork for our next DODAC to expand foundation, corporate, and individual funding. The DODAC will set and achieve fundraising goals; cultivate relationships with stakeholders and prospective donors; manage communications channels (website, newsletter, reports) and digital engagement for DLU; and build brand awareness. Your time will be allocated to:

- Grow/diversify funding sources (e.g., expand foundation and corporate support; prospect/build individual donor base; launch targeted outreach to legal community; support board fundraising engagement). (60%).
- Coordinate, implement and update external communications (e.g., website, social media, newsletter, reports), including growing base among potential supporters and constituents. (30%).
- Ensure consistent/expanded brand awareness, digital marketing and targeted outreach resulting in understanding of DLU's work to a wider audience. (10%).

## **DODAC Responsibilities:**

### ***Development***

- Collaborate with the Executive Director to create a fundraising plan and implement all facets, with support from legal team.
- Build relationships with board members, overseeing the board development committee and helping members engage their networks, identify prospects, and act as an ambassador for DLU.
- Develop robust fundraising strategy, encompassing targeted goals for growing foundation, individual, and corporate revenue.
- Direct digital fundraising efforts and communications, including campaigns, Facebook fundraisers, and end of year fundraising.
- Oversee annual appeal (including list segmentation, project management, and working with vendors).
- Identify, cultivate, and solicit corporate funders and law firms for sponsorships, donations, and special events.
- Increase staff and board involvement in building a pipeline of new supporters and increased engagement of existing donors.
- Execute successful events, in person and online, including CLE trainings, online fundraisers, and major donor cultivation events.
- Craft impactful and community-centric language to secure grants for our program areas.
- Responsible for grants management including submission, reporting, and administration.
- Compile and analyze donor data and ensure timely/accurate donor acknowledgment using Donor Perfect CRM. Prepare annual budget needs for department for review by the Executive Director.

### ***Communications***

- Produce quarterly e-newsletter using Constant Contact, working with staff to capture client stories, victories, and updates.
- Build and execute communications strategy (including social media, emails, and direct mail).
- Work with staff and board to identify opportunities to respond to current events, provide statements, and provide commentary to news articles, to increase understanding of DLU's intersectional theory of change.
- Develop special events, membership and campaign promotional materials.
- Develop and execute social media and web-based communications and campaigns.
- Produce and disseminate annual impact report.
- Represent the organization to the news media.

### ***Branding/Marketing***

- Develop brand standards and consistency across all communications.
- Update website and marketing materials to reflect new DLU brand, including inclusive language and accessible design.
- Ensure all materials incorporate best practices in accessibility (i.e. Alt text, ASL interpretation, closed captioning, etc.) whenever possible.

### ***Desired Skills***

- Bachelor's degree in communications, business, non-profit management, or related field.
- 8+ years development experience in a mission-driven nonprofit environment. Experience in a legal- or disability-focused organization highly desired.
- Self-starter and highly motivated to create strategy for multi-faceted fundraising efforts (e.g., major gifts, corporate sponsorships, foundations) and willingness/ability to operationalize all elements.
- Experience with major donor management and securing multi-year grants from national funders highly desired.
- Proficient with sponsorship solicitation and event logistics.
- Experience managing and updating donor software – Donor Perfect or Salesforce preferred.
- Experience with communications tools such as Canva, Buffer, HootSuite, Google Analytics, etc.
- Strong marketing expertise with an emphasis on developing and establishing a brand.
- Ease working with multiple constituencies including donors, supporters, staff, volunteers, and members of Board of Trustees.
- Willingness to grow new funding sources, including support from law firms and major donors.
- Outstanding communication skills, both verbal and written.
- Commitment to tenets of disability justice and understanding of how legal tools can create systemic change.

### **Salary & Benefits:**

To promote equity, DLU uses a salary scale that governs employee pay, considering the candidate's geographic location, years of experience, and other factors. This is a management / exempt position. The salary range is \$120,000-\$130,000 and has a generous benefits package.

Benefits include a healthcare plan that covers the full cost of employee premiums, dental and vision insurance, a 401(k) retirement plan to which DLU contributes, a generous paid time off package, a 37.5-hour work week with flexible hours, monthly floating holidays, payment of dues for relevant organizations, and more.

### **How to Apply:**

Please submit a resume and cover letter to [resumes@dlunited.org](mailto:resumes@dlunited.org) explaining your skills and experience. Please put "DODAC Application" in the subject line. **Applications will be accepted through August 2, 2024, or until the position is filled.**

DLU is an equal-opportunity employer that values a diverse workforce and promotes an inclusive culture. DLU does not discriminate on the basis of disability, race, color, religion, gender, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, marital status, citizenship, or veteran status.