

VERMONT BAR FOUNDATION

DEVELOPMENT DIRECTOR

The Vermont Bar Foundation (VBF) was established in 1982 as a Vermont non-profit corporation. Our members are comprised of all attorneys licensed in Vermont. One of our primary purposes is to assist in funding essential legal services for low income Vermonters and to assure that access to justice and Vermont Courts is available to all, and not just those who can afford to purchase that access.

With the need for low income legal services continuing to grow, the VBF is now seeking an experienced and dynamic **Development Director** to lead and direct the VBF's fundraising program. The right candidate will lead the VBF to increase our impact by diversifying our fundraising efforts, broadening our base of supporters, and refining our message for Vermonters statewide.

Development Director Responsibilities:

FUNDRAISING & PLANNING

- Plan, guide, and direct a comprehensive, strategic fundraising program and budget
- Develop, coordinate, implement and, as appropriate, revise the VBF's fundraising efforts in a strategic written plan, including fundraising goals and activities
- Identify funding sources (including individuals, corporations, and foundations) and create solicitation strategies
- In consultation with and supported by the Executive Director and the VBF Board, solicit and close major gifts
- Provide assistance and guidance in refining the VBF's fundraising message and to identify and facilitate contact with potential donors by VBF Board members or other members of the Bar
- Develops strategies for and writes high-quality, effective proposals to prospective corporate, foundation, and individual donors

MARKETING

- Work with the VBF Board Promotions Committee to create and implement communications strategy for donors and supporters
- Implements appropriate volunteer and donor acquisition, retention, and appreciation plans
- Develop programs & materials to raise public attention for the VBF
- Provide organizational assistance and staff support for the Annual Access to Justice Campaign and Justice Fest events
- Maintain website and social media and/or works cooperatively with the Promotions Committee to hone strategy

INTERNAL COMMUNICATIONS & SYSTEMS

- Oversees all posting of donations to the database, as well as managing gift/award tracking and generating necessary donor/financial reports
- Prepare and file reports as needed or required to the Vermont Supreme Court Administrator's Office or other grant agency
- Report to the Executive Director as needed and to the VBF Board on a quarterly basis
- Handles confidential information with tact and discretion
- Performs other duties as assigned by Executive Director

Fundraising Development Director Benefits:

- This position will involve flexible work hours, which are expected to average 40 hours per week
- Our work is Vermont-based but remote in nature. The Development Director will conduct solicitations and attend fundraising events around Vermont

The Director of Development has primary responsibility for representing the organization to donors and prospects to drive the organizational mission forward.

Development Director Qualifications:

The ideal candidate will be a self-starter who can provide inspirational direction to the VBF, mobilize resources, and utilize to maximum benefit Board members and members of the Bar.

- Must have at least 3 years of experience in a fundraising position
- Ability to plan and act strategically and raise funds to meet established goals
- Skill in major gift cultivation and solicitation
- Excellent human relations and communications skills
- Ability to work collaboratively and independently
- Excellent organizational skills, including the ability to meet deadlines/targets and to work successfully with multiple competing priorities
- Creativity and entrepreneurial skills in maximizing resources in a small organization
- Skills in using and in training others in the use of development software and reporting
- Skills in using social media

HOW TO APPLY: Applicants should submit a letter of application to Deborah Bailey, Executive Director, Vermont Bar Foundation by email at dbailey@vtbarfoundation.org. Applications must include a cover letter, a resume, and the names and contact information for 2-5 references.