



Development Director
October 2025



About NLSP

For more than 60 years, NLSP has provided free civil legal services to low-income residents of the District of Columbia. Our assistance preserves safe and affordable shelter, stabilizes family relationships, protects victims of domestic violence, secures access to healthcare and public benefits and reduces barriers to employment for our clients. As we protect fundamental necessities for individuals and families, we also seek opportunities to achieve broader change and pathways out of poverty for many.

As a pioneer of the neighborhood-based legal services model, we strive to be an integral part of the communities we serve. Our two offices are located in the most underserved areas of the District, including one east of the Anacostia River. We also partner with community-based organizations including libraries, job training programs and shelters to bring legal information and resources into the community through interactive workshops and on-site intake.

Mission:

In partnership with its clients and community stakeholders, Neighborhood Legal Services Program (NLSP) helps DC residents, families and communities eliminate barriers to overcoming poverty and secure justice. Using all available legal and other advocacy tools, NLSP enables underserved DC residents to make their voices heard in the courts and other forums where their rights and protections are at stake, to secure fair and lasting solutions to their problems and to attain their individual, family, and community goals.

Areas of Focus Include:

- **Housing:** Helping to preserve safe and affordable shelter.
- **Family Law:** Stabilizing family relationships and protecting victims of domestic violence.
- **Public Benefits:** Assisting clients in accessing healthcare and securing public benefits.
- **Employment:** Reducing barriers to employment.
- **Consumer Law:** Offering advice on consumer issues.
- **Wills & Advanced Directives:** Connecting clients with lawyers to draft these important documents.

For more information visit: www.nlsp.org

About the Role

Reporting to the Executive Director, the Development Director is responsible for providing strategic leadership and oversight of the organization's fundraising and development program. This role manages the overall financial growth and expansion of the development portfolio to ensure the organization's long-term sustainability. The Development Director serves as a key member of the leadership team, working closely with the Executive Director, Board of Directors, and senior staff to increase visibility, strengthen donor relationships, and secure diverse revenue streams through individual giving, grants, corporate partnerships, and special events. The Development Director manages a team of three including a Grants Manager, Development Coordinator and In-House Development Consultant.

The Development Director also leads the organization's communications strategy to advance fundraising goals, elevate the organization's profile, and ensure clear and consistent messaging. This includes overseeing branding, marketing materials, digital platforms, and storytelling that highlights impact and engages donors, partners, and the broader community.

Key Responsibilities

Strategic Leadership:

- Develop and execute a comprehensive development strategy aligned with organizational goals and priorities.
- Set annual fundraising targets in collaboration with the Executive Director and create plans to meet or exceed revenue goals.
- Provide strategic guidance to the Executive Director and Board on fundraising initiatives, donor engagement, and long-term sustainability planning.

Donor Cultivation & Stewardship:

- Build and sustain strong relationships with individual donors, foundations, and corporate partners.
- Design and implement stewardship strategies to ensure meaningful donor recognition and retention.
- Expand NLSP's donor base by identifying and cultivating new prospects.

Grants & Institutional Funding:

- Oversee grant prospecting, proposal development, and reporting to ensure compliance and maximize foundation and government support.
- Collaborate with program staff to align grant opportunities with organizational priorities.

Fundraising Campaigns & Events:

- Plan, coordinate, and execute annual giving campaigns, major donor appeals, and other fundraising initiatives.
- Lead the development and production of special events to ensure they raise funds, strengthen visibility, and engage donors.

Communications & Marketing:

- Develop and implement a comprehensive communications strategy to support fundraising efforts and promote the organization's mission.
- Manage the creation and dissemination of marketing materials, including newsletters, brochures, annual reports, and website content.
- Craft compelling narratives that highlight the impact of donor support and engage diverse stakeholder groups.
- Ensure consistent messaging and branding across all communication platforms.
- Oversee the development and maintenance of the organization's website, social media presence, and other digital platforms to showcase the organization's work, accomplishments, and client successes.

Development Operations:

- Supervise and strengthen development systems, including donor databases, gift processing, and acknowledgment processes.
- Track fundraising metrics and provide regular reports to leadership and the Board.
- Ensure compliance with fundraising regulations, reporting requirements, and ethical standards.

Board & Leadership Engagement:

- Partner with the Board of Directors to strengthen their role in fundraising and donor cultivation and stewardship.

- Provide training, tools, and support to staff and board members to enhance their effectiveness in fundraising.
- Support Board development efforts, including recruitment, orientation, and ongoing training.
- Prepare and present Development reports highlighting progress in achieving development objectives.

Key Experience and Skill Set

- 5-10+ years in nonprofit development, with demonstrated success in major gifts, capital campaigns, and institutional giving.
- Experience leading a development team, working at a strategic level to set targets, aligned with organizational goals.
- A proven track record writing, securing, and reporting on foundation and government grants.
- Experience developing communication plans, crafting organizational storytelling, supervising or creating marketing collateral and web content
- Deep familiarity with donor CRMs, gift processing workflows, data integrity, metrics and tracking.
- Experience working with board members and senior leadership on fundraising initiatives.
- Experience leading and managing an effective development team.

Key Personal Competencies and Characteristics

- Demonstrates high ethical standards in donor relationships, gift handling, and confidentiality.
- Builds credibility through consistency over time.
- Maintains momentum over long cultivation cycles.
- Works steadily toward goals despite obstacles.
- Creative, seeking new ideas and staying current with philanthropic trends.
- Links tactics to vision, connects short-term steps to long-term goals.

- Comfortable navigating ambiguity and shifting priorities.
- Works well in evolving or under resourced environments.
- Possesses a personal commitment to NLSP's work and mission.

Salary and Benefits:

Competitive salary commensurate with experience, ranging from \$119,700 - \$140,000.

Benefits package includes employer-paid medical, dental, and vision insurance;

Employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; Employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax dash free transit benefits.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER:

It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

Nominations and Applications:

Nominations and applications, including resume and cover letter, should be directed to Courtney Disston at: cdisston@disstonsearch.com by November 1, 2025.