



**Job Title:** PHILANTHROPY OFFICER  
**Department:** Development  
**Reports to:** Director of Development

**PLEASE SUBMIT A LETTER OF INTEREST AND CURRENT RESUME TO [HR@NLSA.US](mailto:HR@NLSA.US)**

### **POSITION SUMMARY:**

The Philanthropy Officer (major gifts) is responsible for identifying, qualifying, cultivating, soliciting, and stewarding donors and prospective donors with the capacity to give annually. This position plays a critical role in expanding and deepening NLS's individual, attorney and law firm fundraising programs, with a focus on major gifts, donor engagement, and long-term philanthropic investments. The Philanthropy Officer will work closely with the Development Director, Executive Director, Board members, and other NLS leadership to develop and implement fundraising strategies that align with the organization's mission and long-term sustainability. The role requires exceptional relationship-building skills, strategic thinking, and the ability to persuasively communicate NLS's impact.

### **DUTIES/RESPONSIBILITIES:**

- Donor Cultivation & Solicitation
  - Identify, cultivate, and manage a portfolio of 75-100 major donors and prospects.
  - Develop and implement personalized engagement strategies to strengthen donor relationships.
  - Solicit annual, multi-year, and planned gifts from individual donors and law firms.
  - Support the Executive Director and board members in donor engagement efforts, including prospect outreach, meeting preparation, follow-up, and strategy development.
- Fundraising Strategy & Implementation
  - Lead and grow NLS's major gifts and individual giving programs.
  - Design and execute fundraising campaigns, including donor appreciation initiatives and legacy giving efforts.
  - Create and implement an annual strategic fundraising plan in collaboration with leadership.
  - Track and analyze donor data to refine fundraising strategies and measure success.
- Stewardship & Relationship Management
  - Build and maintain strong, long-term relationships with donors.
  - Plan and oversee donor recognition and cultivation events.
  - Collaborate with the communications team to develop compelling donor messaging and impact reports.
- Collaboration & Community Engagement
  - Partner with board members and volunteers to enhance donor outreach.
  - Represent NLS at community events, legal association gatherings, and networking opportunities.
  - Collaborate with staff across all departments to identify and communicate funding needs effectively.
- Program Development & Organizational Growth
  - Participate in long-term strategic planning to enhance NLS's fundraising capacity.
  - Contribute to grant writing and other development initiatives as needed.

- Support efforts to engage and educate law firms, corporate partners, and major donors about NLS's mission and impact.
- Supervision
  - Coordination and supervision of direct fundraising activities.
  - Train NLS ambassadors including Board, Staff, Committees, etc. to implement successful direct donor solicitations.
  - Supervision of assigned support staff and event personnel.

## **REQUIRED SKILLS/ABILITIES:**

- Professional experience in any of the following: major gifts solicitation, donor stewardship, fundraising, direct appeals, or high-net-worth individual sales.
- Commitment to NLS's mission and a passion for advancing access to justice.
- Proven ability to cultivate and solicit major gifts.
- Comfort and proficiency in compelling presentations and one-on-one relationship-building.
- Experience in networking professionally in private settings and both large and small events.
- Strong strategic planning and management skills with the ability to develop and execute fundraising plans.
- Proficiency and experience with database software and donor/customer relationship management software (experience with Salsa/Salsa Engage is a plus).
- Highly organized, goal-oriented, and able to manage multiple projects and deadlines.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint).
- Valid driver's license and reliable transportation to attend donor meetings and events.
- Availability for evening and weekend hours as needed for donor engagements and special events.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree preferred; comparable work experience may be considered in lieu of education.
- Minimum of 5+ years of direct experience in fundraising, major gifts, or donor relations with a proven track record of securing gifts from individual donors and/or law firms.

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 30 pounds at times.

## **NEIGHBORHOOD LEGAL SERVICES BENEFITS INCLUDE:**

- *NLS 100% paid healthcare through Highmark that includes prescription and dental coverage*
- *NLS 100% paid Life/ADD, Long-term Disability, Short-term Disability Insurance*
- *NLS paid Health Reimbursement Account (HRA)*
- *Contributions to a 403b and/or Roth 403b after one-year of service (optional)*
- *Options that you may choose to purchase or contribute to include:*
  - *Vision Insurance*
  - *FSA – Medical Account*
  - *FSA - Dependent Care Account*
  - *Qualified Transportation Election*
- *Paid Time Off: (pro-rated first year)*
  - *20 vacation days*
  - *14 sick days*
  - *3 Personal Days*

