

**ORGANIZATION:** Her Justice  
**POSITION:** Director of Development and Communications  
**REPORTS TO:** Amy Barasch, Executive Director  
**LOCATION:** New York, NY  
**INFORMATION:** [Website](#); [2019 Fact Book](#)  
**TO APPLY:** Please send resume and cover letter to [HerJusticeDoD@pbrsearch.com](mailto:HerJusticeDoD@pbrsearch.com).

## **BACKGROUND**

Her Justice is a nonprofit organization that stands with women living in poverty in New York City by recruiting and mentoring volunteer lawyers to provide free legal help to address individual and systemic legal barriers. Founded in 1993, the organization and its volunteer legal professionals have given women access to justice, with life-altering outcomes for the more than 30,000 clients they have served.

Two out of every five women Her Justice serves cannot access the legal system without an interpreter; 80% of clients are survivors of intimate partner violence; and 73% of clients are mothers.

Read more about the clients Her Justice serves [here](#).

The goals that propel Her Justice include:

- reaching deep into communities to identify and assist women who are isolated and underserved;
- developing a broad spectrum of pro bono opportunities to provide valuable experiences for legal and non-legal professionals;
- leveraging longtime experience with individuals into policy advocacy that can make change for so many more.

## **POSITION**

Her Justice seeks a dynamic director of development and communications to lead the strategic direction and activity of the organization's fundraising and communications efforts, including corporate relations, fundraising and cultivation/stewardship events, major gifts, donor relations, and foundation and corporate grants. This person will also oversee communications plans and strategies, including public relations, media relations, online giving, social media and other digital communications, key messaging, and storytelling – ensuring that communications and fundraising activities complement and amplify each other.

Reporting to the executive director, the director of development and communications will oversee a team of four direct reports and a total team of seven that raises more than \$5M annually. The ideal candidate will demonstrate sound judgment, professionalism, and a positive attitude; be flexible and team-oriented; and be a skilled fundraiser able to balance strategic and operational needs.

## **RESPONSIBILITIES**

### **Leadership and Management**

- Serve as a member of the executive team, reporting directly to the executive director, and serve as a key thought partner in the development and execution of organizational priorities, including strategic planning, infrastructure planning, staffing, and budgeting.
- Work in strong collaboration with other executive team members to develop fundraising strategies to support agency activities and ensure streamlined budget development.
- Create budgets, establish forecasts, and prepare evaluations of fundraising activities for the executive director and board of directors.
- Create and/or maintain and oversee development systems and structures that provide both support and accountability for the department and its activities.
- Work with the board of directors, including the board development committee, to engage board members as active participants in fundraising.
- Supervise, set goals with and for, and review the performance of development and communications department staff, providing strong support and guidance, and clear communication.

**Fundraising/Development**

- Develop, manage, and execute a clearly defined fundraising strategy, including short- and long-term measurable key performance indicators and growth goals.
- Oversee the foundation and corporate giving program.
- Develop and oversee individual, major, and planned giving; manage and cultivate a portfolio of major individual donors.
- Monitor fundraising trends in the community and region and adapt as necessary.
- Oversee event staff to ensure goals are met for all fundraising events, including the annual benefit and the fall event.
- Recognize the power of effective cultivation and stewardship by implementing relationship development plans for donors of all giving levels and growing the base of individual giving for the organization.
- Bring forward ideas for new fundraising strategies; evaluate current plans, campaigns, and events and adjust or discontinue as appropriate.
- Attend all board meetings; development committee meetings; and organizational fundraising, stewardship, and cultivation events.

**Communications**

- Oversee a comprehensive communications plan to promote Her Justice, including the newly launched policy platform, and to keep supporters and partners informed, engaged, and enthused.
- Oversee brand awareness and marketing strategies for various audiences.
- Support strategies to ensure the agency “speaks with one voice” in all communications, engaging program staff where appropriate.
- Direct the communications staff to ensure that all production, coordination, and implementation of materials for events, program, public relations, and branding are carried out via print, electronic, and social media outlets.

**QUALIFICATIONS**

- Demonstrated success identifying, cultivating, soliciting, closing, and stewarding major gifts from individuals
- A sophisticated, collaborative, and strategic approach to major gift fundraising and experience with face-to-face solicitations
- Proven ability to conceptualize and describe funding needs in compelling ways
- Experience working effectively and respectfully with members of the senior leadership team, as well as board members and other high-level donors
- Passion for and commitment to Her Justice’s mission and values
- Excellent written and verbal English communication skills
- Sophisticated personal presence, superior interpersonal skills, and a high level of emotional intelligence, with a proven ability to engage with a variety of stakeholders and clients
- Strong attention to detail, with the ability to lead and manage a team, solve problems, and excel in a roll-up-your-sleeves culture
- Knowledge of the legal profession and New York City philanthropic landscape a plus
- Bachelor’s degree required; advanced degree or equivalent record of continuing professional development preferred

***Her Justice is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Her Justice will provide reasonable accommodations for qualified individuals with disabilities.***