

Greater Bakersfield Legal Assistance Inc. Internal Job Posting

Director of Development

The Director of Development is responsible for coordinating the resource development activities of a nonprofit legal aid organization in Kern County, California. Foremost, the position requires the candidate to have an innate passion for assisting and empowering low-income individuals, families, and seniors. This includes vulnerable populations such as individuals and families experiencing homelessness or at risk of becoming homeless, agricultural workers, persons living with a disability, victims of domestic violence, children subjected to abuse or neglect, LGBTQ+ community, elderly residents of long-term care facilities, elderly residents subjected to financial exploitation, and many others.

The Director of Development will hold the confidential information received from GBLA and clients in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.

Duties and Responsibilities

The following duties are normal for this position, and are not to be construed as exclusive or all-inclusive: other duties may be assigned.

1. Identify and apply for new and renewal funding opportunities that support and align with GBLA's mission, vision, and core values.
2. Research, develop, plan, write, edit, package, and submit new and renewal funding proposals.
3. Organize and coordinate planning sessions (grant concept meetings) with relevant stakeholders to determine goals, objectives, inputs, outputs, activities, services, targets, deliverables, outcomes, and/or evaluations as required for each funding proposal.
4. Work with staff members (and other stakeholders, when relevant) to collect and compile legal information, evaluation data, and other information and materials needed and/or required to complete each funding proposal.
5. Coordinate with financial staff to ensure grant budgets align with grant narratives.
6. Maintain regular communication with GBLA units and other legal staff to understand the program's work, and to develop ideas for funding proposals.
7. Cultivate and maintain positive relationships with funders and potential funders.
8. Create a resource development plan.
9. Conduct a periodic community needs assessment to determine the most critical legal needs of the low-income community.
10. Conduct periodic strategic planning sessions with GBLA staff members and the board of directors to determine priorities based on the most critical legal needs of the low-income community.
11. Collaborate with the marketing director to help write and edit program materials, including brochures, community education, newsletters, and annual reports; support other efforts of the marketing director.
12. Plan and coordinate fundraising activities, as warranted.

Minimum Qualifications

1. A bachelor's degree.
2. Three to five years of successful grant writing experience.
3. Recent success in applying for major public and private grants.
4. Experience setting priorities and meeting critical deadlines.
5. Experience working collaboratively with staff members, funders, volunteers, community leaders, organizations, the media, client-eligible individuals, and/or other stakeholders.
6. Previous success in the areas of pulling together a team to reach a common goal and planning for future resource development needs and/or requirements.
7. Ability to travel to locations outside the office to perform job duties.

GBLA is an equal-opportunity employer. All qualified applicants will receive consideration without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, marital status, or medical condition.



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ADDITIONAL SKILLS REQUIRED

1. Results oriented with a strong commitment and passion to fulfill GBLA's mission, vision, and core values in the most productive, cost effective, quality-oriented manner possible.
2. Excellent written and oral communication – models open and direct communications.
3. Particular emphasis on proven leadership and interpersonal skills with the ability to work collaboratively and build support through balanced consideration of multiple interests and perspectives.
4. Ability to ask for help, feedback, and critique from others.
5. Openness to accept help, feedback, and critique from others.
6. Highly organized and tremendously detail-oriented with the ability to grab the big picture.
7. Effective facilitation skills.
8. Ability to listen, provide constructive feedback, solve problems, set goals, and create an atmosphere of accountability.
9. Capacity for conducting research, planning, and strategic thinking.
10. Strong work ethic with accountability for time and work product.
11. Energetic and self-motivated.
12. Proficient computer skills, including MS Office Suite.
13. Proficient with web-based research and database management.
14. Ability to work effectively across cultures as well as sectors, celebrating and incorporating the gifts that diversity brings to our work, our lives, our practice, and our community.

- ***Full-time, exempt positions with an annual wage of \$107,000-\$117,000, based on qualifications and experience.***

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