



## **JOB DESCRIPTION: Director of Development**

**POSTING DATE: 4/5/2022**

### **Lawyers' Assistance Program (LAP)**

Lawyers' Assistance Program helps Illinois judges, lawyers, and law students, and their families concerned about alcohol abuse, drug dependency, or stress related issues like anxiety, burnout, depression, and many others. Our services include individual and group therapy, assessments, education, peer support, and intervention. Our mission is threefold: To help judges, lawyers, and law students get assistance with substance abuse, addiction, and mental health problems; To protect clients from impaired judges and lawyers; and to educate the legal community about addiction and mental health issues.

Confidentiality is guaranteed. Illinois Supreme Court Rule 1.6 cloaks in confidentiality all information received by LAP volunteers and trained interveners during interventions and related meetings. Both the volunteer and client are assured that anything disclosed is specifically protected by the attorney client privilege. The only exception is if the attorney signs a written consent and asks LAP to report on their behalf to another organization or individual. Additionally, the Alcoholism and Drug Addiction Intervenors and Reporter Immunity Law guarantees immunity for LAP Volunteers and those who participate in its work.

### **Overview:**

The Director of Development (DOD) reports to the Executive Director. Working with staff members, board representatives, and local volunteers, the DOD is responsible for building a comprehensive short- and long-term fundraising program, including but not limited to developing new types of fund-raising activities, budgeting, tracking expenses and revenues generated, and monitoring progress and use of resources related to fundraising events. Additional responsibilities include expanding private fundraising support and models for fundraising growth, increasing statewide outreach and communications about LAP to legal entities and members of the legal community, and maintaining social media in new and innovative ways to increase LAP's presence throughout the State of Illinois.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Lead, design and implement a comprehensive fundraising development plan, including annual, major, corporate, foundation, and planned giving programs, with the goal of increasing fundraising each year.

2. Prepare, implement, and monitor annual budget for fundraising events, adjusting expenses as needed, in coordination with the Executive Director and Accounting Manager.
3. Plan and coordinate a comprehensive program of donor and sponsor relationship activities.
4. Create and maintain the infrastructure needed to support development activities, including software, donor information, communications, staff training, policies, and procedures.
5. Work closely with the Executive Director and Board Fundraising Committee, to implement fundraising ideas and strategies, while cultivating, soliciting, and tracking new individuals and corporations that support LAP's mission currently and into the future.
6. Coordinate and execute plans with staff, outside vendors, and volunteers in planning and implementing fund raising projects.
7. Creating and expanding opportunities for other online giving and e-solicitations and oversee the preparation and publication of all donor communication materials.
8. Register attendees for all events and send reminder emails.
9. Oversee design and production of communications materials, including web content, newsletters, press releases, community education items, fundraising appeals, social media postings, annual reports, and development brochures.
10. Recruiting, developing, and supporting local fundraising committee members.
11. Researching, recommending, reserving, and set up of chosen venues for fund raising events.
12. Coordinate payments for event-related services and invoices with the Accounting Manager.
13. Marketing and promotion of LAP on social media outlets; Create and manage mass emails regarding LAP fundraising events.
14. Promote the utilization of the Lawyers' Assistance Program by coordinating the education of the Illinois legal community and the Treatment Provider Community about LAP.
15. Meet with law firm decision makers, bar association leadership, and law school administrators to establish, maintain, and further relationships with LAP while helping to financially support LAPs mission.
16. Maintain LAP webpage and keep calendar of events current.
17. Other duties as assigned.

## **Education and Qualifications**

- Bachelor's degree required; advance degree preferred but not mandatory
- Prior professional development experience in non-profit, legal, or clinical setting preferred
- Previous experience in fundraising, utilizing fundraising software and social media platforms
- Excellent verbal and written communication skills; ability to engage professionally with high level legal professionals
- Ability to prioritize and support the progress of multiple projects and deadlines independently
- Strong organizational and record keeping skills
- High level of initiative
- Attention to detail
- Excellent work ethic and commitment to the mission of LAP

## **Salary and Benefits:**

This full-time position offers a competitive salary based on level of experience and a comprehensive benefits package including health, dental, retirement, training and education, and paid time off

**DEADLINE: April 22, 2022**

**Please send cover letter, resume, and references to the following email address:**

**Dr. Diana Uchiyama, JD, PsyD, CAADC**

**Executive Director**

**duchiyama@illinoislap.org**