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LAS seeks Director of Development

Director of Development

Legal Aid Society of Middle Tennessee and the Cumberland

Position Description - Responsibilities and Requirements:

Legal Aid Society of Middle Tennessee and the Cumberland has an immediate opening for the Director of Development based in its Nashville office. Director of Development will manage vital aspects of resource development, including continuing to grow \$800,000+ annual campaign through direct mail, phone-a-thon, and personal solicitations; build planned giving program; serve as liaison to Board of Directors; serve as liaison to public relations firm; supervise Grant Writer and Community Educator; chair committee for Strategic Plan related to fundraising and public relations.

Qualifications: Bachelor's degree plus 3-5 years demonstrated success in fundraising. Experience with major gifts, planned giving, supervision, Blackbaud products (eTapestry), is preferred. Ability to motivate, manage, and support volunteers and staff. Ability to manage multiple tasks, be organized, able to prioritize work, plan and problem-solve, meet deadlines and work well under pressure. Ability to communicate effectively in oral and written form and experience in public speaking. Excellent interpersonal skills. Ability to work independently and with a team. Experience with Microsoft Office software a must. Interest in public interest law and the problems of disadvantaged communities.

Legal Aid Society has thirty-two attorneys in eight offices serving 48 counties in Middle and East Tennessee. Its attorneys provide low-income people expert legal assistance at all levels of state and federal court. Its staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income

taxation, health advocacy, nonprofit group representation, social security and special education.

Salary: DOE. Excellent benefits.

Job Type: Full-time

Contact Information and Procedure:

Applications must include a cover letter, resume, and three references (with phone numbers). No phone calls, please. Send by mail or e-mail (in Word or PDF format) to:

Human Resources Administrator
Re: Director of Development Position
Legal Aid Society
575 Oak Ridge Turnpike, Suite 201
Oak Ridge, TN 37830
e-mail: HR@las.org

Apply as soon as possible.

Legal Aid Society of Middle Tennessee and the Cumberland provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Human Resources Administrator
Email: HR@las.org
Website: <http://www.las.org>

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