



## Legal Services for Prisoners with Children Development Director

Legal Services for Prisoners with Children (LSPC) is a legal services support center that advocates for the civil and human rights of incarcerated parents, family members, former prisoners, and communities most affected by incarceration. We are seeking an experienced development director who brings an understanding for our work and a passion for social justice to our team of 27 staff members.

### Overall

- Collaborate with Ex. Director to create Income section of LSPC budget each year
- Attend and participate in weekly fundraising meetings, bi-monthly staff meetings, and other LSPC functions as required
- With financial coordinator, keep fundraising database reconciled with overall agency financial records
- Other duties as determined by Ex. Director

### Grants

- Maintain schedule of upcoming grant and report deadlines, including both new funding sources and renewals
- With Ex. Director, maintain relationships with past and current funders, and cultivate relationships between program staff and potential funders
- Write grants and grant reports as needed
- Ensure that program staff have meaningful and timely input and review of proposals concerning their current and prospective work

### Grassroots Fundraising

- Create organizational grassroots fundraising plan, including activities, calendar, and goals, before the first of each fiscal year
- Maintain/strengthen relationships with major donors by coordinating regular meetings with the Ex. Director, board members, and/or program staff as appropriate
- Strengthen organization's use of online fundraising tools, including CRM emails and social networking sites, working with Communications Manager where appropriate
- Supervise production of direct mail pieces
- Work with LSPC program staff to develop and implement project-specific fundraising activities
- Work with program staff to organize annual open house event and a minimum of one other special event every year
- Lead LSPC Board in major donor campaign; maintain ongoing relationships with major donors
- Work with Communications Manager to oversee planning, recruiting reporters, editing, and producing annual report

4400 Market St.  
Oakland, CA 94608

Phone: (415) 255-7036  
Fax: (415) 552-3150

[www.prisonerswithchildren.org](http://www.prisonerswithchildren.org)

- Ensure all gifts received are logged in fundraising database and donors are thanked for each gift
- Develop realistic and challenging targets for annual increase in total number of donors; lead implementation
- Develop strategy to maintain relationships with and increase number of major donors; lead implementation

### Requirements

- A minimum of three years' experience in grant writing, grassroots fundraising, and supervision
- Ability to write well and in a variety of styles
- Ability to work well with a broad diversity of people
- Great sense of humor
- Demonstrated commitment to racial, gender, and social justice
- Ability to think conceptually, strategically, and tactically
- Ability to work both independently with minimal daily supervision and as a team player who works well in a collaborative setting

Preference will be given to applicants with personal history with communities disproportionately affected by the prison industry and/or experience with prisoners' rights movement or community organizing.

**Salary:** DOE and equivalent to the salaries of similar non-profit organizations. LSPC provides employees with an excellent benefits package that includes health, vision, dental and five weeks' vacation annually.

**LSPC is an equal opportunity employer that refuses to discriminate on the basis of race, religion, disability, gender, nationality, ethnicity or sexual orientation. We strongly encourage formerly incarcerated people, family members, people of color, women and all qualified people to apply for this position.**

To apply, please submit a cover letter, resume, writing sample and references to:

LSPC Administrative Director ([hamdiya@prisonerswithchildren.org](mailto:hamdiya@prisonerswithchildren.org))  
LSPC  
4400 Market St.  
Oakland, CA 94608

**NO PHONE CALLS PLEASE!**