



COMMUNITY
LEGAL SERVICES
IN EAST PALO ALTO

JOB ANNOUNCEMENT: DIRECTOR OF STRATEGIC PARTNERSHIPS

Office Location: Menlo Park

Position is open until filled. Priority application deadline: July 5, 2019

Community Legal Services in East Palo Alto, a non-profit organization, offers legal services that improve the lives of low-income families in East Palo Alto and beyond. We specialize in housing, immigration, workers' rights, re-entry and consumer law. We combine policy, advocacy and impact litigation with direct legal services. Our impact is magnified by the support we receive from hundreds of impassioned volunteers at law firms, corporations, and law schools throughout the region, who collectively donate over \$8 million of dollars in legal services annually to local residents. Our annual budget is over \$5 million, and we have six offices throughout the Peninsula.

The Director of Strategic Partnerships leads the fundraising, marketing, and communications functions of our agency, and depending on the Director's skills and experience, may also oversee our pro bono program. The ideal candidate will strengthen our agency's partnerships with key funders and supporters, including foundations, government agencies, law firms, corporations, educational institutions, community members, and volunteers. The Director of Strategic Partnerships is a member of the Management Team, reports to the Executive Director, and works closely with the Board of Directors.

Essential Duties and Responsibilities

1. Oversee development and implementation of fundraising strategy that will strengthen our support from foundations, government agencies, law firms, corporations, community members, and volunteers;
2. Oversee development and implementation of marketing and communications strategy that will strengthen our relationships with funders, community supporters, policymakers, volunteers, and other key stakeholders;
3. Oversee preparation of grant proposals and reports that are submitted to foundations and corporate and government funders, including conducting final reviews, as needed, and ensuring timely submission of proposals and reports;
4. Oversee CLSEPA's annual fundraising gala, as well as other events, to increase awareness and support for our work;
5. Ensure that robust infrastructure and systems are in place to support our strategic partnerships, including regularly maintained donor and foundation files, tracking systems, and databases;
6. Supervise our Development and Communications Associates and, depending on the Director's skills and experience, our Pro Bono Manager; and
7. Support the work of designated board committees, including the Board Fundraising Committee.

Knowledge, Skills, & Abilities

1. Excellent leadership and managerial skills, including the ability to engage in strategic thinking, work effectively in collaboration with a diverse group of stakeholders, be a clear and thoughtful decision maker, be a proactive and engaged supervisor, and inspire confidence in others
2. Excellent listening and communication skills
3. Commitment to serving low-income and under-served communities
4. Position requires participation in occasional weekend and evening events and meetings
5. Development/communications experience is preferred. This can include, for example, experience in a programmatic or development capacity managing grants, fundraising initiatives, and communications with key stakeholders

Salary: \$90,000-110,000 (depending on experience). Benefits include medical, vision, dental, life and disability insurance, and paid leave. CLSEPA also offers a flexible spending plan, for qualified health and child care expenditures.

To Apply: Send resume, cover letter, writing sample, and list of three references to jobs@clsepa.org with "Director of Strategic Partnerships" in the subject heading. No calls please. **In your cover letter, please address the following in order for your application to be considered.** CLSEPA's clientele is extremely diverse, and the majority of our clients are low income persons of color. It is critical that our staff work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community, and that we create an inclusive and respectful workplace in which differences are acknowledged and valued. How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

We are an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation, pregnancy- and childbirth-related medical conditions), sexual orientation, national origin, ancestry, age, uniform-service member/veteran status, marital status, medical condition, physical or mental disability, taking/requesting statutorily protected leave or any other basis protected by law.