



**Position:** Director of Development and Communications  
**Location:** Towson, MD  
**Status:** Full time, professional  
**Salary:** \$75,000 to \$90,000 (commensurate w. exp.) per year and benefits

**About the Job:**

Situated in our administrative office in Towson, MD, the Director of Development plays a key administrative role in achieving our mission, including interacting with donors, the WLC Board of Directors, the public, and volunteers. While we have a policy allowing for hybrid-remote work, the position will be expected to work primarily in the office for an initial probationary period. The Director of Development will perform the tasks required to implement the development (fundraising) plan and strategies, will coordinate the work of other Women's Law Center staff as necessary to support successful implementation of the plan, and will facilitate the Board's efforts to raise funds. In addition, the Director may assist with researching and writing grants to support organizational priorities.

**About the Women's Law Center of Maryland:**

The Women's Law Center of Maryland (WLC) is a dynamic nonprofit law firm whose mission is to ensure the physical safety, economic security, and bodily autonomy of women in Maryland. Established in 1971, the WLC has a rich history of advocating for gender equality, women's rights, and social justice. We provide legal services, education, and advocacy to empower women and families to navigate the legal system effectively.

**Key Responsibilities:**

*Fundraising Strategy and Implementation:*

- Develop and execute the organization's annual fundraising plan.
- Identify, cultivate, and solicit major donors, foundation support, and corporate sponsors.
- Create and oversee a calendar of development activities to meet fundraising goals.

*Membership, Individual Giving and Major Gift Solicitation:*

- Donor cultivation – build on existing relationships to grow support (specifically their level of giving) from current donors.
- Donor acquisition – identify new individual prospects and grow WLC's audience of supporters.
- Major giving – strengthen relationships with major donors and grow WLC's base of this level of support.
- Membership – Draft written materials to support development activities, coordinate and implement individual giving campaigns, including membership mailings, solicitations, thank-a-thons, pro bono giving, and workplace giving efforts.

- Oversee timely acknowledgment of gifts and ensure accurate donor records and manage donor communications.

*Private Foundation/Corporate/Law Firm Giving and Grants Solicitation:*

- Research, identify, prioritize, and solicit grants, businesses, and law firms that are likely to provide financial support for WLC's mission.
- Perform outreach and develop relationships with potential grantors and donors.
- Cultivate existing private foundation and grantor relationships.
- Securing support and substantially increase the number of businesses providing financial support and the level of corporate contributions.
- May assist the Administration with researching and writing grants to support organizational priorities.

*Events:*

- Plan, coordinate and implement fundraising and cultivation events, including two signature events - Annual Celebration & Awards Ceremony and October Domestic Violence Awareness Month event, and occasional other events such as giving days, or campaigns. Responsibilities include logistics, promotions, coordination of ticket sales, and sponsorship solicitations.
- Work with event committees, vendors, and volunteers to ensure successful event execution.
- Develop content for donor communications, social media, and website updates to promote events

*Planned Giving*

- Manage the organization's planned giving designations.
- Educate donors and prospects about planned giving opportunities such as bequests, charitable trusts, and beneficiary designations.
- Cultivate relationships with legacy donors and maintain strong stewardship to encourage long-term support.

*Communications and Marketing Support:*

- Collaborate with the administrative staff to create fundraising and events materials, including newsletters, appeals, and campaign materials.
- Participate in developing, producing, and regularly updating publications that support mission, including resource manuals, pamphlets, newsletters and website.
- Develop and execute a multi-channel communications strategy aligned with the organization's goals.
- Implement communications, social media, public relations, and media outreach plan.
- Generate engaging social media content (text, graphics, video) that reflects WLC's mission and work; develop and publish social media posts across relevant platforms.
- Promote events, policies, and programming through various media outlets
- Draft and distribute press releases
- Assist the Executive Director and Chief Operating Officer to develop and produce communication materials such as annual report and brochures.
- Collaborate with senior leadership to ensure consistent messaging across all departments and initiatives.
- Manage relationships with external vendors (e.g., graphic designers, videographers, event venue managers).

- Serve as the organization's primary media contact; develop media kits and prepare spokespersons for interviews.

*Board Support:*

- Coordinate development of an annual fundraising strategy.
- Facilitate board and volunteer participation in cultivating, soliciting, and acknowledging donors.
- Provide staff support to relevant board committees, including the development committee and communications committee.
- Provide regular reports to the board regarding development activities.

*Data Management and Reporting*

- Maintain accurate donor records and generate regular reports using the donor database (e.g., DonorPerfect).
- Analyze fundraising performance and recommend improvements.

**Experience, Skills, and Qualities:**

- Minimum 3 years development experience
- Bachelor's degree
- Demonstrated competency and experience implementing a broad-based fundraising strategy, strategic communications, media relations, event management, fundraising/grant writing, membership organizations, and donor relations.
- Ability to work independently and proactively while comfortable in a collaborative work environment; a strong sense of responsibility, follow-through, and accountability, while meeting deadlines and maintaining high standards of quality.
- Excellent computer skills required, including proficiency in fundraising software and Microsoft Office 365. Familiarity with Donor Perfect, Adobe InDesign, Constant Contact, Canva, and WordPress preferred.
- Excellent written and verbal communication skills.
- Energetic, assertive, creative, and organized with rigorous attention to details
- Ability to manage and prioritize multiple simultaneous tasks and deadlines.
- Personal initiative and ability to work independently while comfortable in a collaborative work environment.
- Commitment to women's legal rights and gender justice
- Prior non-profit experience.

*Applicants do not need to possess all the above qualifications. Research shows that women and people of color are less likely to apply for jobs where they do not meet all the qualifications. If you meet most of these qualifications, please apply.*

**Compensation and Benefits:**

The reference base salary range reflects the minimum and maximum for this role at WLC. Please note that not all candidates will qualify for the upper end of this range. Final salary will be determined based on several factors, including the candidate's skills, experience, education, training, and overall qualifications.

In addition to base compensation, WLC offers a comprehensive benefits package that includes:

- Employee health insurance
- Matched retirement savings through a SIMPLE IRA
- Unlimited paid time off (after the probationary period)
- Paid family leave

- Hybrid work flexibility (after the probationary period)
- Parking or transit subsidy
- Professional development and training opportunities

**Location:**

Women's Law Center in Towson, MD.

**Application Process:**

Interested applicants should submit, via email, a resume and a detailed cover letter that describes their interest in the position and relevant experience, no later than August 8, 2025. Please write "Director of Development and Communications" in the subject line, and address all applications to:

Andrea Rafter  
Women's Law Center of Maryland, Inc.  
102 W. Pennsylvania Avenue, Suite 100  
Towson, MD 21204  
[admin@wlcmd.org](mailto:admin@wlcmd.org)

**Reasonable Accommodations:**

If you require accommodations during our hiring process, email [admin@wlcmd.org](mailto:admin@wlcmd.org).

**Equal Opportunity Employment:**

The Women's Law Center of Maryland considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant due to race, color, religion, gender, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.