



Position: Director of Development
Location: Towson, MD
Status: Full time, professional
Salary: \$75,000 to \$90,000 annually (commensurate with experience) and excellent benefits

About the Job:

Based in our administrative office in Towson, MD, the Director of Development plays a central role in advancing the mission of the Women's Law Center of Maryland through strategic fundraising and organizational growth. Approximately **80% of the role focuses on development**—including implementing and managing the organization's fundraising plan, cultivating donor relationships, identifying new funding opportunities, and securing financial support from individuals, foundations, and institutions. The remaining **20% involves communications**, such as donor engagement messaging, development-related content, and collaborative public outreach efforts that support fundraising goals.

While we offer a hybrid-remote work policy, the Director of Development will be expected to work primarily in the office during an initial probationary period to ensure a strong onboarding and collaborative experience. The Director will lead the execution of fundraising strategies, coordinate with program staff to align development efforts with organizational goals, and support the Board of Directors in its fundraising responsibilities. The role also includes researching, drafting, and submitting grant proposals to advance key initiatives and expand the organization's impact.

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.

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.

Communications:

- Website and Marketing - expand and maintain the WLC website, ensuring content is up-to-date, accessible, and engaging, ensure marketing materials are up to date and available at resource centers including courthouses, libraries, etc.
- Social Media - generate engaging multimedia content (text, graphics, video) that reflects WLC's mission and work; develop and publish social media posts across relevant platforms
- Publications - Lead the writing and production of WLC's Annual Report, including content development, layout coordination, and dissemination
- Media Relations - Manage media placements for WLC and the Executive Director, including interviews, op-eds, and press coverage; draft and distribute press releases and media kits as needed

Requirements – Experience, Skills, and Qualities:

The ideal candidate for the Director of Development role will bring strategic vision, fundraising expertise, and a deep understanding of donor cultivation to support and grow a \$2.5 million nonprofit organization. Essential qualifications and skills include:

Education and Experience:

- Bachelor's degree required; advanced degree or CFRE certification preferred.
- Minimum of 3 years of progressive fundraising experience, preferably in a nonprofit setting.
- Proven success in developing and executing fundraising strategies across multiple channels (individual giving, major gifts, corporate sponsorships, grants, events, and online fundraising).
- Demonstrated experience managing a development program supporting an organization with a budget of \$2 million or more.

Fundraising Expertise:

- Strong track record of personally soliciting and closing major gifts (\$5,000+), as well as stewarding long-term donor relationships.
- Skilled in identifying new donor prospects and implementing donor engagement strategies.
- Experience with planning and managing fundraising events, annual giving campaigns, and planned giving programs.
- Knowledge of grant writing and foundation relations.

Leadership and Management:

- Experience supervising development staff or working collaboratively with cross-functional teams including Executive Directors, Boards, and program staff.
- Ability to develop and manage budgets, track fundraising metrics, and report on progress toward revenue goals.
- Familiarity with nonprofit governance and working with Boards of Directors, including Development Committees.

Communications and Strategy

- Excellent written, verbal, and interpersonal communication skills.

- Strong storytelling skills to convey the mission, impact, and funding needs of the organization to diverse audiences.
- Ability to craft compelling donor materials, appeals, and stewardship reports.
- Strategic thinker with the ability to align fundraising goals with organizational priorities.

Technology and Tools

- Excellent computer skills required, including proficiency in fundraising software and Microsoft Office 365. Familiarity with Donor Perfect, Adobe Creative Suite, Constant Contact, Canva, WordPress preferred.

Other Requirements

- Commitment to women's legal rights and gender justice and understanding of current social justice and legal challenges faced by Marylanders today and ability to thrive in a dynamic, mission-driven environment.
- 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
- Ability to manage and prioritize multiple simultaneous tasks and deadlines.
- Ability to attend occasional evening/weekend events or meetings.
- Must be legally authorized to work in the United States.

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 salary range is \$75,000 - \$90,000 commensurate with experience. We offer a generous benefits package that includes health insurance, matched retirement savings (Simple IRA), unlimited PTO (after probationary period), paid family leave, hybrid work option (after probationary period), parking (or travel) subsidy, and training.

Location:

The Women's Law Center of Maryland's office is located 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" 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

Deadline: Position will remain open until filled.

Reasonable Accommodations:

If you require accommodations during our hiring process, email 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.