



Regional Development Officer – Macon, Jackson, Haywood

Onsite

Base office in Highlands, NC

Position Status: Full-Time or Part-Time available

FLSA Status: Exempt

Job Posting

Pisgah Legal Services (PLS) is a community-based non-profit legal aid agency governed by a local Board of Directors. PLS has an annual budget of \$11.1 million from a multitude of funding sources. Located in the Blue Ridge Mountains of Western North Carolina (WNC), Pisgah Legal Services provides free civil legal assistance to low-income people in WNC. The organization currently has offices in Asheville, Brevard, Burnsville, Hendersonville, Highlands-Cashiers, Marshall, Newland, Rutherfordton and Waynesville. With over 120 dedicated staff, including over 30 attorneys plus program staff, and an active group of 200 volunteer attorneys, the program provides free services to over 20,000 people per year to meet their basic needs, primarily in the poverty law areas of housing, public benefits, domestic violence prevention, health care, immigration, and consumer law.

The Regional Development Officer works as part of a dynamic and experienced development team. The Regional Development Officer will work with an entire legal aid staff to expand free legal assistance and anti-poverty advocacy to help a growing number of very low-income people each year to solve problems related to housing, domestic violence, health care and insufficient income. This position will work on growing Pisgah Legal Services' contributed revenue streams across its service area to sustain our essential work. While touching on all aspects of Development work, this position will focus on the Annual Campaign and major gifts in Macon, Jackson and Haywood counties. ***This position is available as either a full-time or part-time role.***

Responsibilities

- Commitment to PLS' mission, values, and vision.
- With a focus on Macon, Jackson and Haywood counties, manages a portfolio of individuals by creating a strong annual donor strategy, transitioning that into a multi-year strategy, and by integrating planned giving, endowment, and other major asks into the strategy where appropriate.
- Within portfolio, establishes and maintains strong personal relationships through stewardship, cultivation and solicitation of major donor families and prospects, and partners with PLS' Executive Director, Chief Development Officer, and volunteers to solicit gifts.
- Track and record donor interactions and solicitation requests to meet annual assigned performance metrics and fundraising results.
- Creates, plans, implements, and staffs special projects and events in support of fundraising priorities.
- Works in partnership with a development team to build and maintain current donor profiles.
- Possess current awareness of PLS' program operations and priorities.
- Represents PLS at select community events, including some evening and weekend events.
- Engages in and coordinates public speaking presentations for various audiences, including businesses, civic and community groups, and faith communities.
- Recruit and support volunteers across PLS program areas in collaboration with the Volunteer and Pro Bono Teams.
- Support the Grants Team as needed with relevant funding sources in assigned counties.
- Helps with outreach to client-eligible populations and organizations who can refer clients to PLS.
- Identifies appropriate contacts in advance of grant submissions and continuously build and strengthen county grantor relationships through ongoing communication about PLS within the community.
- Other duties as assigned.

Qualifications

- Passion for and commitment to PLS' mission, values, and vision.
- Must be able to meet all essential job functions.
- Ability to work with low-income clients and communities within a multi-ethnic/ multi-cultural environment.
- At least 5 years of relevant experience in Development, Fundraising, or High-End Sales Required.
- Has a lived connection and/or a deep understanding of Western North Carolina and the assigned counties (preferred).
- Self-motivated, able to work independently but has the ability to shift from working autonomously to working collaboratively.
- Detail-oriented, accurate and organized.
- Flexible and capable. Ability to manage changing priorities with ease.
- Excellent interpersonal and customer-service skills.
- Highly proficient in Word, Excel, PowerPoint and Outlook.
- Experience working with a donor database or CRM system.
- Experience with data analysis and reporting.
- Good writing skills.
- Excellent public speaking and presentation skills.
- Possess a valid driver's license.

Salary/ Benefits

Salary ranges from \$41,812 - \$73,438 depending on experience. Salary listed is based on full-time schedule, part-time position is also available at a prorated salary based on reduced work schedule.

Our salary scale is predetermined based on the years of relative professional work experience that qualify for this position to ensure equity in pay. Pisgah Legal Services is a Living Wage Certified Employer.

Employees are eligible for medical, dental, vision and life insurance coverage the 1st of the month following the start date. Pisgah Legal Services (PLS) pays 100% of the Employee and 50% of the Dependent Cost for BCBS Medical and Dental coverage. PLS pays 50% of the Employee Coverage Cost for BCBS Vision coverage. PLS pays 100% of Long-Term & Short-Term Disability Coverage, Life Insurance Coverage of 5x base salary + an additional \$15,000 Life & AD&D Coverage. 401k Retirement Plan after 6 months of employment. Additional Fringe Benefits includes Pet Insurance, Paid Parental Leave, Paid Bereavement Leave, 13.5 Company Holidays, 22 Paid Leave Days, Paid Sabbatical Leave for eligible staff, Employee Assistance Program for entire household and a great working environment with work life balance!

To Apply

Submit your online application with resume and cover letter through our Career Center located at <https://www.pisgahlegal.org/jobs>.

PLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Pisgah Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

As an Equal Opportunity Employer, we will provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with our Human Resources department.