

1512 Willow Lawn Drive, Suite 100, Richmond, VA 23230
www.dLCV.org

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Director of External Relations

Fall, 2019

The disAbility Law Center is a statewide nonprofit organization seeking to advance the rights of people with disabilities to be free from abuse, neglect and discrimination.

The disAbility Law Center of Virginia seeks a qualified individual to lead the organization's marketing, communications, volunteer and development efforts. Together with our Communications work group and the dLCV Foundation Board, the Director will create and lead the implementation of a strategic development and communications plan to enhance the public understanding of disability rights and to connect dLCV to supporters and the general community. The Director will provide vision and guidance to our growing volunteer program and our excellent networking and communications program. The Director will help to increase our public and social media presence, and will help to strengthen additional networking opportunities statewide. The Director will serve as primary liaison to our fundraising Board, the disAbility Law Center Foundation, and will provide leadership for donor cultivation.

The qualified candidate will have experience in the use of social media and web-based tools for outreach, as well as traditional media. The qualified candidate will have experience in fundraising and will be familiar with best practices in resource development. The qualified candidate will have a college degree or a Master's Degree in a relevant field of study. The qualified candidate will have a demonstrable record of successful management of complex projects and events.

The preferred candidate will have experience with or knowledge of disability service systems. The preferred candidate will be fluent in sign language, Spanish, or other language in addition to English.

Specific duties will include:

- Effectively communicate the mission and vision of dLCV;
- Oversee volunteer program, in coordination with staff, to strengthen and expand program;

- Plan and manage all special events to promote the dLCV;
- Develop and implement methods for donor and volunteer recognition and cultivation
- Coordinate with Communications and Advocacy staff to strengthen Foundation, dLCV publications and web and social media presence;
- Act as liaison to the dLCV Foundation Board;
- Support the dLCV Foundation Board's fundraising efforts;
- Provide detailed regular reports on marketing and development progress to the Executive Director, the Foundation Board, and the dLCV Board;

Salary will be based on education and experience. Benefits include health insurance, short and long-term disability insurance, group life insurance, a retirement plan, compensated holidays and other paid time off.

To learn more about dLCV, visit www.dlc.org.

To apply, send both a resume and a detailed cover letter describing applicable qualifications, as well as your salary expectations to: Human Resources, 1512 Willow Lawn, Suite 100, Richmond, Virginia 23230, (804) 225-2042 or FAX (804) 662-7431 or via email to jobs@dlcv.org. Position will be open until filled, however review of applications will begin October 23, 2019

Persons with disabilities and minorities are strongly encouraged to apply.
Reasonable accommodations upon request.