disABILITY LAW CENTER OF VIRGINIA
Protection & Advocacy for Virginians with Disabilities

1512 Willow Lawn Dr. Ste. 100, Richmond, VA 23230 T:800-552-3962
www.dLCV.org F:804-662-7431

Director of External Relations
Henrico County, Virginia
April, 2022

This is an exciting opportunity to work for an organization that is making a difference for people with disabilities. The disAbility Law Center of Virginia (dLCV) protects and promotes the legal civil rights of persons with disabilities; works to combat and prevent abuse, neglect, and discrimination; and promotes independence, choice, and self-determination by persons with disabilities. This position is an important part of this crucial work!

dLCV seeks a qualified individual to lead the organization's marketing, communications, volunteer and development efforts. Together with our Communications work group and the Board of Directors, the Director of External Relations will implement 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 the Resource Development committee of the Board of Directors and will provide leadership for donor cultivation.

The ideal candidate for this position will have:

- a strong commitment to disability rights.
- experience in the use of social media and web-based tools for outreach, as well as traditional media
- experience in fundraising and will be familiar with best practices in resource development and donor cultivation
- a college degree or a Master's Degree in a relevant field of study
- e a demonstrable record of successful management of complex projects and events

The preferred candidate with 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
- Supervise, along with staff, 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 dLCV publications and web and social media presence
- Act as liaison to the dLCV Board Resource Development committee
- Support the Board's fundraising efforts

- Identify and pursue additional grant and funding opportunities as appropriate
- Provide detailed regular reports on marketing and development progress to the Executive Director and the dLCV Board

Full time salary for a candidate with minimal experience is $60,000; higher salary commensurate with experience. Generous benefits package includes paid time off, health insurance, short-term and long-term disability insurance. Please submit a resume and cover letter describing your qualifications and salary expectations to jobs@dlcv.org or mail to Human Resources,1512 Willow Lawn Dr. Ste 100, Richmond, VA 23230. Position will be open until filled.

dLCV is a private nonprofit 501 (c)(3) corporation, and is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply. For more information about us, visit our website at www.dlcv.org

Member of the National Disability Rights Network