

## **JOB POSTING**

### **Director of Development & Communications**

Center for Elder Law & Justice, Inc. ("CELJ") is seeking to fill a full-time position for a Director of Development & Communications.

#### **Job Specifications:**

The Director of Development and Communications is charged with primary responsibility for developing, managing and implementing the organization's development plan. Position is responsible for planning, execution, control and evaluation of fundraising, public relations and education and outreach for the organization. The Director of Development will work closely with the Executive Director, the Board, and Fundraising volunteers to enhance and support the overall mission of the organization, and to assure that ample unrestricted and programs funds are generated. Some travel is required.

#### **Preferred Qualifications:**

- Experience working on major projects, including special events and new programs
- 3 or more years of experience working on capital campaigns
- Experience with grant writing, including grants for federal funding
- Comfortable speaking and engaging publicly
- Ability to work efficiently and accurately while exhibiting patience and diplomacy
- Strong, professional, verbal and written communication skills
- Bachelor's degree

**Salary Range:** Determined by experience.

Email cover letter, writing sample, and resume to Jessica Fields, CFO [jfields@elderjusticenyc.org](mailto:jfields@elderjusticenyc.org). In your cover letter, please include examples of successful campaigns that you have worked on.

No phone calls.

CELJ is an affirmative action/equal opportunity employer and welcomes all to apply, including veterans and individuals with disabilities. Employer recruits without regard to sex, race, sexual orientation, or gender identity, and any such candidates are strongly encouraged to apply