

JOB DESCRIPTION

TITLE: Director of Development

DEPARTMENT: Executive Office

EMPLOYMENT STATUS: Full Time

FLSA STATUS: Exempt

REPORTS TO: Deputy Director

EFFECTIVE DATE: July 1, 2025

JOB SUMMARY:

The Director of Development will serve as a strategic and hands-on leader, responsible for shaping and executing The American Law Institute's development efforts. Reporting to the Deputy Director, the Director of Development will design and manage a comprehensive advancement strategy that supports ALI's mission of clarifying, modernizing, and improving the law.

This newly established role presents a distinctive opportunity to build and lead ALI's development function, with ownership of high-level strategy and day-to-day implementation. As the sole development professional on staff, the Director of Development will independently manage all aspects of the program. The role is central to building ALI's long-term sustainability and deepening its impact.

This position is currently offered with a hybrid work arrangement, with an expectation of in-office work in Philadelphia, PA at least one-day per week. In-office expectations are subject to change based on the ALI's Hybrid and Remote Work Policy.

ESSENTIAL DUTIES:

The following is a list of essential duties, which may be subject to change at any time and without advance notice. Management may assign new duties, reassign existing duties, or eliminate a function.

Strategic Leadership

- Design and implement a comprehensive development strategy aligned with ALI's strategic and programmatic priorities
- Provide leadership and support to the President, Director, Deputy Director, and Development Committee, enlisting them effectively in fundraising efforts
- Establish clear benchmarks for fundraising success

Fundraising and Development

- Build a sustainable development program with an initial fundraising goal of \$1 million annually
- Cultivate, solicit, and steward a diverse portfolio of individual and law firm donors
- Develop and implement donor engagement strategies
- Manage annual giving, special campaigns, planned giving, and major gift cultivation, including donor acknowledgement and reporting

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Systems and Analytics

- Manage development systems, reporting workflows, and donor databases
- Develop and use data insights to guide strategic decision-making and measure fundraising progress

Institutional Support

- Collaborate with Institute leadership and internal Membership, Communications, and Meetings teams to create new initiatives that connect donors to ALI's work beyond project meetings
- Attend and contribute to key Institute events including project meetings, Council Meetings, and the Annual Meeting

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's degree required; advanced degree (e.g., JD or MBA) preferred
- 10+ years in advancement, with a track record of increasing responsibility and successful fundraising outcomes
- Demonstrated experience establishing or growing a development function within a mission-driven organization
- Demonstrated success in major gifts, annual giving, donor stewardship, and special events
- Familiarity with or strong interest in the legal profession

Skills and Attributes

- Self-starter with exceptional initiative, persistence, and follow through
- Strategic thinker with a collaborative mindset
- Strong project management and organizational skills
- Excellent written, verbal, and interpersonal communication skills
- Ability to work effectively with a wide variety of professionals, colleagues, and volunteers
- Willingness to travel and ability to work nights and weekends as needed

Technical Skills

- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Experience with donor databases and CRM systems

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