



Leadership and Legacy Giving Officer

Hybrid remote work schedule: 3 days in office/field and 2 days remote from home

Base office in Asheville, NC

Position Status: Full-Time

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 Leadership and Legacy Giving Officer works as part of a dynamic and experienced development team. This position 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. The Leadership and Legacy Giving Officer plays a pivotal role in growing Pisgah Legal's capacity by identifying and soliciting major gifts and establishing a strong pipeline for transformational and planned gifts. The Leadership and Legacy Gifts Officer secures commitments for Pisgah Legal's annual fund, endowment, planned giving program, and other vital campaigns.

Responsibilities

- Commitment to PLS' mission, values, and vision.
- Design and implement strategies for increased engagement with current and prospective donors to accomplish their philanthropic goals and ambitions while meeting organizational priorities.
- Identify, qualify, cultivate, solicit and steward prospective major gift donors and build the donor pipeline.
- Conduct proactive outreach to secure qualification visits and ultimately solicit individual prospects for major gifts, or recommend prospects to other members of the team for solicitation at appropriate gift levels.
- Manage a portfolio of leadership donors.
- In partnership with Executive Director and Chief Development Officer, integrate strategies to identify and develop planned giving prospects within the portfolio.
- Commit to spending an estimated fifty percent of time to building the endowment and planned giving program. Successfully close a significant number of planned gifts annually.
- Communicate with portfolio through face-to-face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
- Track and record donor interactions and solicitation requests to meet annual assigned performance

metrics and fundraising results.

- Support the fundraising efforts of the Executive Director and Chief Development Officer in securing new and renewed gifts.
- Assist the Chief Development Officer in establishing and managing annual and long-range development goals for targeted donor segments.
- Develop a strategy for outreach to and stewardship of planned giving prospects and donors.
- Work in partnership with a development team to build and maintain current donor profiles.
- Possess up-to-date awareness of PLS' program operations and priorities.
- Represent PLS at select community events, including some evening and weekend events.
- 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.
- Ability to work independently and within a team environment.
- Ability to effectively collaborate with coworkers.
- Bachelor's Degree or equivalent work experience.
- Five or more years of development experience preferred.
- Proven track record with securing major gifts for a nonprofit organization.
- Donor-centric, strategic and self-driven.
- Ability to quickly build rapport and relationship with people.
- Self-motivated, able to work independently but can shift from working autonomously to working collaboratively.
- Detail-oriented, accurate and organized.
- Flexible and capable. Ability to manage changing priorities with ease.
- Highly proficient in Word, Excel, PowerPoint and Outlook.
- Experience working with a donor database or CRM system, preferably Bloomerang.
- Experience with data analysis and reporting.
- Good writing skills.
- Must possess a valid driver's license.

Salary/ Benefits

Salary ranges from \$41,812 - \$73,438 depending on experience. Additional bilingual language skills that are applicable to this role may qualify for up to an additional \$3k upon completing a language assessment test.

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.