



Action. Access. Progress.

Director of Development and Communications

December 2025

The Public Interest Law Center Overview

The Public Interest Law Center uses high-impact legal strategies to advance the civil, social, and economic rights of communities in the Philadelphia region facing discrimination, inequality, and poverty. The Law Center uses litigation, community education, advocacy, and organizing to secure access to fundamental resources and services. You can learn more at www.pubintl.org.

Posted Job Title

Director of Development and Communications

Job Description Summary

The Director of Development and Communications position is an ideal opportunity for an experienced fundraising professional who possesses a passion for public service, an interest in working in an intellectually stimulating environment, a track record of raising significant gifts across a variety of funding sectors, and a demonstrated ability to effectively manage direct reports and lead a team.

The Director of Development and Communications position at the Public Interest Law Center offers the opportunity to work with an engaged and loyal base of supporters – including individuals, law firms, corporations, and foundations – and a robust roster of identified potential prospects, ensuring a dynamic pipeline for ongoing fundraising activity. At the same time, the Law Center’s mission speaks directly to current governmental policy changes affecting civil, social, and economic justice and, as a leader in the public interest law field, the Law Center is optimally positioned to attract the attention of new donors and funders.

This position is an excellent opportunity to be part of a team of dedicated, ambitious, compassionate individuals, including a staff of 15, an outstanding Board of Directors, and a roster of remarkable volunteers.

Position Summary

Reporting directly to the Executive Director, the Director of Development and Communications (the Director), is responsible for the overall conceptualization, planning, and execution of a coordinated program of fundraising and constituent communications for the Public Interest Law Center. The Director is responsible for an annual department goal of over \$2 million.

The Director will oversee the communications strategy and the implementation of an annual communications plan and will prioritize fundraising activity day-to-day with a focus on securing significant gifts from individuals, law firms, and corporations, and stewarding Board and select foundation relationships. The Director is also responsible for supporting the Executive Director and the Board in their respective fundraising roles.

The Director serves as an integral member of the senior leadership team and plays a key role in setting organizational priorities and strategies.

Duties also include supervision, mentoring, and professional development of a team of three staff members who work on annual fundraising programs, grants, events, communications, and database operations.

Job Responsibilities

Lead a coordinated and comprehensive Development and Communications department that includes:

- managing staff and budgets;
- creating and maintaining a comprehensive annual development plan;
- providing data driven metrics to maintain and analyze progress in support of annual goals;
- developing effective cases for support for organizational priorities;
- building meaningful Development Committee and donor engagement opportunities;
- overseeing a broad-based annual giving program;
- overseeing a robust grant program;
- conceptualizing development events and visibility opportunities in support of strategic initiatives; and
- planning and executing special communications initiatives and fundraising campaigns as needed.

The Director creates and implements an annual work plan encompassing the following areas:

Prospect Management: Manages a portfolio of 100 – 125 top prospects to include individual donors, law firm/corporate funders, and a rolling pipeline of prospective major donors. A select number of foundation relationships will also reside in the Director's portfolio.

Leadership Support: Staffs the Executive Director on their assigned prospects. Staffs the Development Committee of the Board.

Departmental Management: Supervises three full-time Development and Communications team members, including mentoring/training and collaborating as needed, oversight of the planning and implementation of the annual fundraising event, and annual work plans for each team member. Supervises and mentors the Development and Communications staff to sustain the successful achievement of departmental and individual goals, a strong team culture and further professionally develop individual staff members.

Organizational Leadership: Partners with management team to develop the contributed revenue goal and fundraising-related expenses for the annual organizational budget. Works closely with Director of Operations to reconcile financial reports. Serves as a strategic thought leader in setting and operationalizing organizational priorities.

Qualifications

- Bachelor's degree and 7 to 10 years of successful fund-raising experience, including a proven record of success in securing major gifts with increasingly responsible fund-raising duties, or equivalent combination of education and experience, is required. CFRE preferred.
- Familiarity and appreciation of the role and mission of the Public Interest Law Center as well as understanding the importance of public interest law; a demonstrated commitment to social justice; and capacity to articulate the mission and interact comfortably with those individuals and constituency groups crucial to the advancement of the Law Center.
- Demonstrated track record in the identification, cultivation and stewardship of major gifts and grants.
- Strong leadership, management, and program administration skills and the ability to establish objectives, set performance standards, and organize and motivate staff and volunteers to achieve fund-raising goals.
- Strong written and oral communication skills.
- Adaptability, flexibility and diplomacy.
- High motivation and a capacity for important work within the context of a goal-driven environment.
- A demonstrated ability to analyze potential funding sources and develop strategies to bring closure to gift and grant opportunities is required.
- Ability to function well independently, while participating in and contributing to a total team effort.

- Some local/regional travel and evening work required.

Job Location

The position is located in Philadelphia, Pennsylvania.

The Law Center has a hybrid workweek, which consists of three days in the office – Tuesdays, Wednesdays, and Thursdays – for all staff, with an option to work remotely on Mondays and Fridays.

Salary and Benefits

\$105,000 – \$115,000 Annual Salary

Salary offers are made based on the candidate's qualifications, experience, skills, and education as they directly relate to the requirements of the position.

The Law Center offers a comprehensive benefits package that includes medical, dental, and life insurance; short-term and long-term disability coverage; retirement plan with employer contribution; ample paid time off and holidays; paid parental leave; and paid family and medical leave.

How to Apply

By **January 16, 2026**, please submit via email to hiring@pubintl.org:

- Cover letter
- Resume
- Contact information for at least three professional references

Applications will be considered on a rolling basis.

The Public Interest Law Center is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex, gender identity, sexual orientation, genetics, disability, age, marital status, veteran status, or status with regard to public assistance.

The Law Center is committed to protecting the safety of children with whom it comes in contact.