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Director of Advancement, Connecticut Veterans Legal Center
New Haven, CT

About Connecticut Veterans Legal Center:

The Connecticut Veterans Legal Center (CVLC) supports veterans in recovery by helping them overcome legal barriers to housing and income. CVLC and VA Connecticut's Errera Community Care Center created the country's first VA medical-legal partnership to integrate legal help into VA mental health, housing and addiction services. CVLC staff helps veterans resolve their legal issues through advice, representation and referral to a large number of volunteer attorneys. Since 2009, CVLC's high quality legal services have helped almost veterans rebuild the fulfilling lives they deserve.

As a member of the Connecticut Veterans Legal Center Team, You Will:

The Director of Advancement will work closely with the Executive Director to elevate the mission of Connecticut Veterans Legal Center with the public, donors, foundations, lawmakers and veterans. The Director of Advancement, in partnership with the ED, is responsible for all communications and development activities.

Working with the ED, the Director of Advancement will oversee CVLC's existing portfolio of grants and special events, and supervise the creation of communications to diverse constituencies including veterans, volunteers and donors. For the first year of the position, The Director of Advancement will focus on building the infrastructure for improved individual donor and major gift campaigns, including assessing CVLC's existing donor database, supervising the move to a new platform, and writing a comprehensive plan for increased individual giving based on market research and analysis of CVLC's donors.

This is a full time position that offers an ambitious applicant the opportunity to take on significant leadership and management responsibility in a dynamic and growing organization. Salary is based on experience and is commensurate with other senior roles at CVLC. Benefits include health insurance, generous paid vacation and sick leave, and a family-friendly work place.

Responsibilities include but are not limited to:

- grant identification, writing, editing and reporting with the help of experienced grant writers and managers
- event management of mature special events including sponsorship solicitation, event planning and execution
- overseeing external marketing communications such as email and print newsletters, media and news pieces and annual report
- educating volunteers, interns and the Board of Directors in development and communications activities
- donor stewardship
- attending and representing CVLC at conferences and events

CONNECTICUT VETERANS LEGAL CENTER, INC.

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Basic Requirements:

- Three or more years of development and/or communications work in the public, academic or nonprofit sectors including a demonstration of successful leadership and experience supervising others.
- Experience with grant writing, editing, and reporting, hosting fundraising events
- Minimum of a bachelors degree . Masters in Nonprofit Management, Business, Communications, or related fields, or commensurate post-graduate training in development or related fields, preferred.
- Exemplary written and oral communication skills are required. The candidate must be extremely organized and self-directed.
- Familiarity and demonstrated commitment to issues important to veterans, people with mental illness and addiction, homelessness and/or civil legal aid is welcome.
- Familiarity with donor database management, email marketing platforms like mailchimp and social media platforms required.
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Office Culture: The office environment is client-centered, hard-working, creative, democratic, outcome-oriented and collegial. The ideal candidate is open, organized, collaborative, self-directed and comfortable working independently. If you loathe the idea of addressing your own envelopes, faxing your own documents or folding chairs after an event, this is not the job for you; we all do windows here.

Veterans, people of color, people with disabilities, and LGBTQ individuals are strongly encouraged to apply. Please note that CVLC will make reasonable accommodations for applicants and employees with disabilities. CVLC values diversity and we are proud to work in a broad and inclusive community of clients, staff, and constituents. Come join our team!

To Apply: Please submit a cover letter, resume, a grant writing sample and a professional letter sample to CVLC's Executive Director Margaret Middleton at applicants@ctveteranslegal.org. Please be prepared to share the names, title and contact information for three references if requested. The position is open until filled. We anticipate that it will be filled quickly, so please send your materials as soon as possible.