



Advocacy. Education. Representation

IDAHO LEGAL AID SERVICES

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Director of Development and Special Projects – Boise

Idaho Legal Aid Services, Inc. (ILAS), Idaho's largest nonprofit, public interest law firm, is seeking applicants for a Director of Development and Special Projects ("Director") based out of Boise, Idaho, a vibrant community with a high quality of life and varied outdoor recreation activities in close proximity (hiking, mountain biking, paddle boarding, skiing). The position encompasses tasks normally associated with a Development Director position and a Grants Manager position. We are searching for a methodical and strategic Director to enhance funding models, identify new sources of funding, as well as develop sustainable and effective grants and donor programs.

The Director will serve as the primary grant writer and will manage funder relationships, engage in compliance reporting, and support special project initiatives. The Director will work with ILAS's administrative team and regional staff to generate funding to serve the critical legal needs of low-income Idahoans. Specifically, the Director will plan and implement grant programs, oversee preparation of proposed grant budgets, research funding opportunities, supervise grant staff, identify support agencies, track results and completion of grant deliverables, and monitor financial data and/or expenditures. The Director will also spearhead projects that align with ILAS's mission.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, ability to work as part of a team, excellent communication skills, and exceptional budgeting and monitoring skills. This position requires strong writing, data analysis, program budgeting, project management skills, and ability to measure and report outcomes in a compelling way. The position requires a Bachelor's degree or equivalent and demonstrated interest in ILAS's mission.

In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full-time position of 37.5 hours per week. Staff are eligible to participate in a telecommuting program after three months at ILAS.

The entry-level annual salary for this position for a person with minimum of three years of experience is \$63,500 with additional increases based on experience. Excellent benefits including life, health, dental, and disability insurance. ILAS offers generous leave benefits and a retirement plan. Staff may qualify for federal loan forgiveness programs. Relocation assistance is available.

We value a diverse workforce to serve our client community. Email your cover letter, resume and list of three references to Bev Allen at bevallen@idaholegalaid.org. You can also email Ms. Allen to request application or interview accommodations. Applications accepted until position filled.