

## **DIRECTOR OF MEMBERSHIP AND DEVELOPMENT**

The Colorado Trial Lawyers Association (CTLA), a robust specialty bar association comprised mainly of plaintiff personal injury attorneys, seeks a dynamic Director of Membership and Development to advance the purpose of the organization. CTLA is comprised of Colorado trial lawyers who are committed to the protection and advancement of individual rights and to the advancement of trial advocacy skills, high ethical standards and professionalism in the ongoing effort to preserve and improve the American system of jurisprudence.

CTLA accomplishes this mission through continuing legal education programs, an annual meeting and convention, a vigorous lobbying effort, a bimonthly journal, a strong and heavily-used email listserv, litigation specialty committees, opportunities to socialize and network, a public relations program and various membership benefits.

### **POSITION FUNCTION**

In partnership with the Executive Director, the Board of Directors and other staff members, the Development/Membership Director leads all aspects of development and membership for CTLA. As part of the management team, he or she participates in setting the strategic direction of the organization for membership and development. He or she develops and maintains relationships in the community, especially the legal community, on behalf of CTLA. Responsibilities include writing and reporting, membership data management, financial appeals, donor cultivation, solicitation and relations.

### **DESIRED QUALIFICATIONS**

- Six to 10 years of progressively responsible development experience, including:
  - o Creation and implementation of annual and long-range development and membership plans;
  - o Annual appeals and donor cultivation;
  - o Membership recruitment and retention.
- Excellent verbal and written communication skills.
- Proven experience in designing and managing development and membership relations programs.
- Experience in creating and maintaining productive working relationships with board members and donors.
- Experience with database management without support staff

### **COMPENSATION**

Commensurate with experience

### **TO APPLY**

Along with your resume, please send a cover letter that describes how your experience prepares you to fulfill the duties and responsibilities of this position, along with two professional references, your salary history and requirements and a one-page response to the question listed below, by January 25, 2012 to: [johns@ctlanet.org](mailto:johns@ctlanet.org)

Please provide a one-page response to the following question: Describe a fundraising challenge, other than grant writing, that you faced in a previous development position and how you resolved it.

John Sadwith  
Executive Director

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