

Position Title: Director of Development

Location: Remote

Classification: Full-Time Management (Non-Union) Exempt Position

Compensation: \$98,064 - \$132,516 / year (depending on experience), plus generous benefits

Organizational Background:

The National Immigration Project is a national membership organization of attorneys, advocates, and community members driven by the belief that all people should be treated with dignity, live freely, and flourish. For over 50 years, the organization has litigated, educated, advocated, and built bridges across movements so that those who are most harmed by the immigration and criminal systems are uplifted and supported.

Position Overview:

The National Immigration Project is seeking a dynamic and experienced Director of Development to join our team. The ideal candidate will have a passion for immigrant rights and a proven track record in development and fundraising. This role also involves coordinating fundraising communications and managing the operational aspects of our revenue-generating work. The Director will act as a thought partner to the Executive Director, providing insights and strategies for organizational planning and sustainability, and will oversee implementation of development strategies. This is an exciting opportunity to join our senior leadership team, contribute to strategy at a high-impact nonprofit, and support immigrant rights and racial justice.

Key Responsibilities:

- **Fundraising Strategy:** Develop and implement comprehensive fundraising strategies to meet the organization's revenue goals.
- **Donor Relations:** Cultivate and maintain relationships with existing and potential donors, including individuals, foundations, and corporations; supervise and support Senior Donor Relations Specialist.
- **Communications Coordination:** With our communications consultant, oversee the creation and distribution of compelling communications materials to support fundraising efforts, including newsletters, annual reports, and social media content.
- **Grant Management:** Identify, apply for, and manage grants, ensuring timely submission of proposals and reports.
- **Event Planning:** Oversee the planning and execution of fundraising events, including donor receptions and other special events, with the support of our operations and development team.
- **Data Management:** With the support of our operations team, oversee the donor database to ensure effective tracking and reporting of fundraising activities and maintenance of accurate donor records.

- **Budgeting and Reporting:** Develop and manage the development budget, providing regular reports to the Executive Director and Board of Directors.
- **Team Collaboration:** Work collaboratively with the program teams to align fundraising efforts with organizational goals and initiatives.
- **Operational Oversight:** Coordinate the operational aspects of revenue-generating program activities, ensuring efficient processes and systems are in place to support fundraising goals.

Qualifications

- **Experience:** Minimum of 5 years of experience in nonprofit development, with a proven track record in fundraising and donor relations.
- **Skills:** Excellent written and verbal communication skills, strong organizational and technological abilities, and proficiency in donor database management.
- **Knowledge:** Familiarity with immigrant rights issues and a commitment to social justice.
- **Education:** Bachelor's or higher level degree in a relevant field is preferred.
- **Attributes:** Strong leadership and people management skills, attention to detail, problem-solving skills, and the ability to work independently and as part of a team.

Compensation & Location: Salary range \$98,064 - \$132,516, commensurate with relevant years of experience which determines placement on our organizational salary scale. Excellent benefits, including medical, dental, retirement, and generous vacation and leave time. This is a full-time exempt non-union position. This position is fully remote, though occasional travel is required for in-person meetings.

How to Apply: Interested candidates should submit a cover letter, resume, and three references in a single PDF to jobs@nipnl.org. Include "Director of Development" in the subject of email. Applicants will be asked for a writing sample in later round interviews. Position open until filled, although applicants are encouraged to apply as early as possible. No phone calls please.

National Immigration Project is an Equal Opportunity Employer that actively recruits women, Black, Brown, Indigenous, and other People of Color, persons with disabilities, persons of diverse gender and sexual identities, immigrants, and formerly incarcerated persons.