



JOB ANNOUNCEMENT

Senior Development Associate - Contract

Organizational Background and Position

The Immigrant Defense Project (IDP) is a New York City-based nonprofit that works to secure fairness and justice for all immigrants by transforming the racially-biased criminal and immigration systems. IDP was founded almost thirty years ago to address the crisis of escalating criminalization and mass deportation. Our work attacks the injustices at the intersection of the criminal and immigration systems via a multi-pronged strategy that includes strengthening immigrant defense through technical assistance and trainings, challenging unfair laws through impact litigation, shaping local, state, and federal policy through advocacy, and working alongside communities to build alliances and education.

IDP plays a key role in this pivotal moment for the immigrant justice movement, with the rapid acceleration of criminalization coinciding with attacks on democratic processes and constitutional protections. We are hiring a Development Associate to strengthen our Development, Finance and Operations team.

Position Summary

The Senior Development Associate will work under the supervision of the Manager of Finance, Development and Operations and in close coordination with the Executive Director and Deputy Director to coordinate grant reports and proposals, implement IDP's individual donor communication and stewardship strategies, and support strategy to grow IDP's portfolio of funder prospects:

Grant reports and proposals for current and prospective funders

- **Maintain and manage a comprehensive grants calendar**, tracking all proposals, report and renewal deadline; proactively flag upcoming deadlines, confirm requirements and coordinate timelines with staff to ensure timely submission. Serve as point of contact for routine



communications with funders regarding deadlines, application requirements and reporting requirements.

- **Coordinate the full cycle of grant proposals and reports**, including gathering information and narrative content from program and leadership staff, and managing review, edits and revision processes. Ensure all submissions are complete, accurate, compelling and submitted on time in alignment with funder guidelines.
- **Maintain organized grant records and tracking systems**, including proposal materials, reports, correspondence and award documentation. Support the Manager of Finance, Development and Operations in tracking payment status, reconciling grant revenue information, and ensuring accurate and timely sharing of grant-related financial information with the fiscal sponsor.

Donor Communications and Stewardship

- Implement IDP's strategy to develop and strengthen cultivation and stewardship pathways for donors, working to effectively communicate program goals, synthesize new ideas, and provide consistent and relevant updates to different segments of donors
- Support the Manager of Finance, Development and Operations in developing strategies for the cultivation of major donors
- Receive inquiries regarding small fundraisers, coordinate IDP's support for them, manage communications regarding the resulting revenue, and coordinate follow up
- Process individual gifts and send donor acknowledgment letters and emails for offline donations
- Update donor CRM (LGL), as needed

Prospect research and outreach support

Under the direction of the Executive Director and leadership team, support strategy to grow IDP's portfolio of institutional funders, including by:

- Researching relevant funding opportunities—including opportunities to expand existing programs and support new initiatives in alignment with IDP's strategic priorities
- Creating profiles of prospective funders and mapping pipeline development strategies for them
- Supporting the development of written talking points, and drafting emails, presentations, and other outreach material to assist leadership with donor contact and follow-up.



Qualifications:

- Demonstrated commitment to IDP's mission of fighting for the rights of all immigrants, including people accused or convicted of serious crimes
- Bachelor's Degree preferred
- Exceptional writer and communicator skilled in analyzing and communicating complex ideas
- Excellent organizational skills, strong attention to detail, and ability to meet deadlines
- Experience in nonprofit fundraising and development operations, including soliciting and securing gifts from individual donors and foundations
- Experience with nonprofit fundraising database or CRM system (proficiency in GoFundMe Pro and Little Green Light a plus)
- Ability to interact with a diverse constituency, as well as the capacity to motivate and collaborate with colleagues
- Ability to work in a respectful, non-judgmental manner, and to work collaboratively, respectfully and supportively

About the position

This posting is for a one-year contract, with the possibility of transitioning to a staff role. This is a fully remote position; however, preference will be given to candidates who live in an Eastern Standard Time zone and are available for occasional travel. IDP is currently operating with a 4-day work week (Monday - Thursday).

Salary and Benefits

Salary is commensurate with relevant experience pursuant to IDP's set compensation structure, and ranges from \$82,232 - \$98,838 a year. IDP went through a process to benchmark all salaries and develop a unified salary scale across the organization that is based on the level of job responsibility. This structure helps provide transparency to staff about compensation decisions. For this reason, we do not negotiate salaries with candidates. Our non-negotiation policy is based on information we learned about how people of color, women, people from low-income backgrounds and other marginalized groups are at a systemic disadvantage when negotiating salary and resulting pay disparities.

IDP offers a generous benefits package including:

- 4-day work week (Monday-Thursday)



- 20 vacation days, 15 sick days, and additional public holidays.
- Reimbursement for cell phone and other work from home expenses
- Paid six-week sabbatical after 6 years of employment
- Generous medical and dental benefits
- Commuter benefits, flex spending accounts and generous 401k matching program

To apply

The anticipated start date for this position is June 15, 2026. We will be screening applications and interviewing on a rolling basis, with preference given to applications submitted by May 1, 2026. Please submit a cover letter and resume to jobs@immdefense.org with the subject line “Senior Development Associate.” Writing samples and three references may be requested for those interviewed. No phone calls please.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.