



## **Job Announcement: Development Manager**

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 U.S. criminal and immigration systems. IDP was founded twenty years ago to address the crisis of escalating criminalization and mass deportation, and our work attacks the injustices at the intersection of the criminal and immigration systems via a multi-pronged strategy. We strengthen immigrant defense through training and expert advice, challenge unfair laws through impact litigation, shape just policies through advocacy, work alongside communities and advocates through alliance building and education, and challenge negative narratives about immigrants through strategic communications.

### **Position Summary**

IDP is hiring a Development Manager who will help lead and manage IDP's development work. The Development Manager will work and collaborate with the Executive Director and IDP's Leadership team to help create, implement, and co-lead IDP's fundraising plans. The Development Manager will also collaborate with program staff with an eye towards identifying potential opportunities for additional foundation grants and individual gifts as well as reporting on existing grants and deliverables. The Development Manager will report to the Executive Director.

The ideal candidate has fundraising experience, is a relationship builder, is a skilled communicator, and has at least four years or more of experience and demonstrated success with major gifts, foundation relations and management work in the non-profit sector. A successful candidate will have the ability to generate excitement and interest about IDP's mission and program areas with potential and existing funders. The Development Manager should also have experience working with and in support of directly impacted communities and be well-equipped to think and act creatively to achieve outcomes in fast-paced and rapidly shifting political environments.

### **Responsibilities include but are not limited to:**

#### *Individual Giving*

- Develop a plan for a year-round engagement of new, monthly, and annual supporters of IDP



- Assist in developing relationships with individual donors in order to sustain and increase giving
- Coordinate annual end of year appeal
- Assist in development-related events by coordinating logistics and helping create a calendar of events to engage new and existing donors

### *Strategy & Communication*

- Help design and implement a strategic and organizational plan to expand philanthropic revenue and existing funding sources
- Assist in creating and meeting annual fundraising goals and activities
- Work in partnership with IDP's program staff and leadership team to effectively communicate program goals, synthesize new ideas, and provide consistent and relevant updates to donors
- Generate written talking points, emails, drafts, presentations, and other outreach material to assist staff with donor contact and follow-up

### *Foundations*

- Assist with cultivating new prospective contributors to IDP
- Take an entrepreneurial approach to engaging and establishing relationships with donors and funders outside of the traditional immigration space (e.g. Criminal Justice funders)
- Write grant proposals, updates and reports, and letters of inquiry on behalf of IDP and its programs

### *Other*

- Assist with managing a donor database, producing relevant reports, and creating reports to accurately and continuously analyze IDP's effectiveness in donor engagement
- Help create and follow operational best practices for IDP's development work
- Continuously analyzing internal and external data trends to determine the effectiveness of different fundraising efforts
- Staying on top of the nonprofit and philanthropic sector giving and donating trends by attending workshops, conferences, monitoring social media, and other outlets that may yield opportunities for IDP
- Support the leadership team with funder research and prospecting
- Represent IDP in external in-person or virtual meetings with funders, partners and/or at conferences as needed



## **Qualifications**

- At least four years or more of experience and demonstrated success with major gifts and foundation relations and management work in the non-profit sector
- Exceptional writer and communicator skilled in analyzing and communicating complex ideas
- Experience writing foundation grant proposals and reports
- Excellent organizational skills, strong attention to detail, and ability to meet deadlines
- Experience working with database and donor software such as Donorbox and Little Green Light
- Demonstrated commitment to IDP's mission of fighting for the rights of all immigrants.
- Ability to work in a respectful, non-judgmental manner with impacted individuals (including people accused or convicted of serious crimes), and to work collaboratively, respectfully and supportively
- This position is temporarily remote. Applications will be accepted from candidates anywhere in the U.S. but a preference will be given to candidates based in the NYC area

**Salary and Benefits:** Salary range starts at \$80,000 and is commensurate with experience.

- 20 vacation days, 23 additional holidays, and summer Fridays
- Stipend 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:** Please email a cover letter, resume, and at least one writing sample to [jobs@immdefense.org](mailto:jobs@immdefense.org) with the subject heading "Development Manager." Applicants are encouraged to apply as soon as possible.

*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.*