



## **JOB ANNOUNCEMENT: Director of Development** **Reports to the Executive Director**

### **About Immigrant Defense Project**

The Immigrant Defense Project (IDP) is a New York City-based nonprofit with a team of 20 staff who engage in work throughout the nation 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 seeking a Director of Development to lead fundraising efforts in partnership with the Executive Director and senior leadership team. The Director of Development will create and implement IDP's annual fundraising strategy including plans for individual giving, corporate and foundation relations, and internal fundraising operations. The Director of Development will collaborate with program staff to coordinate cultivation and stewardship activities that champion justice and inclusion.

The successful candidate will have demonstrated fundraising experience and the ability to lead development strategies for individual giving, foundation relationships, and major gifts. Additionally, the successful candidate will have demonstrated success with major gifts, foundation relations and management work in the non-profit sector. A successful candidate will also have the ability to generate excitement and interest about IDP's mission and program areas with potential and existing funders.

### **Responsibilities**

#### *Individual Giving*

- Develop and execute annual strategy for donor identification, cultivation, and solicitation
- Expand pipeline of prospective individual and major donors

- 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
- Collaborate to generate written talking points, emails, drafts, presentations, and other outreach material to assist leadership with donor contact and follow-up

### *Grant Writing & Reporting*

- In partnership with IDP's leadership team, develop and execute strategy to grow IDP's portfolio of foundation prospects
- Lead writing for grant proposals, letters of inquiry, position papers, and grant reports for current and prospective funders
- Collaborate with program staff to identify and determine relevant grant opportunities
- Research funding opportunities to expand existing programs and support new initiatives in alignment with IDP's strategic priorities
- Ensure that all grant proposals and reports are compelling, well-written, and impact-driven
- Maintain calendar of foundation proposal and report deadlines
- Take an entrepreneurial approach to engaging and establishing relationships with donors and funders outside of the traditional immigration space (e.g. Criminal Justice funders)
- Ensure program successes are shared with foundation partners in timely and customized ways

### *Other*

- Represent IDP in external in-person or virtual meetings with funders, partners and/or at conferences as needed
- 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
- 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

### **Qualifications**

- Demonstrated commitment to IDP's mission of fighting for the rights of all immigrants
- Bachelor's Degree preferred
- Experience in nonprofit fundraising and development operations, including soliciting and securing gifts from individual donors and foundations
- Exceptional writer and communicator skilled in analyzing and communicating complex ideas
- Excellent organizational skills, strong attention to detail, and ability to meet deadlines
- Experience with nonprofit fundraising database or CRM system (proficiency in Donorbox 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 with impacted individuals (including people accused or convicted of serious crimes), and to work collaboratively, respectfully and supportively

### **Compensation**

The salary range for this position is \$85,000 - \$95,000, commensurate with experience. Immigrant Defense Project provides a comprehensive benefits package including medical and dental coverage, commuter benefits, and a generous 401k matching program after six months of continuous employment. We also provide a yearly home office stipend, monthly cell phone and internet reimbursement, a yearly professional development stipend, 20 vacation days, and December holiday office closure at full pay.

This is a remote position. Applications will be accepted from candidates anywhere in the U.S. but a preference will be given to candidates based in the NYC area.

- 20 vacation days, at least 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 writing sample (authored and related to a funding opportunity) to [jobs@immdefense.org](mailto:jobs@immdefense.org) with the subject heading "Director of Development ." Applications will be accepted on a rolling basis until the position is filled, with priority given to applications received by March 10, 2023.

*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.*