



Director of Development (Los Angeles)

February 2014

POSITION AND BACKGROUND

The National Immigration Law Center (NILC) is seeking its first Director of Development to assist the organization in its next growth phase. This is an exciting opportunity for a development professional interested in using his or her experience to support NILC, which has become one of the premier immigrants' rights organizations in the nation. Join a talented, committed, and fun team of advocates working to improve the lives of low-income immigrants so they can achieve their full potential and participate fully in our democracy.

The National Immigration Law Center is dedicated to defending and advancing the rights and opportunities of low-income immigrants and their families. NILC uses an integrated approach of advocacy, litigation, and communications strategies to advance its mission. Over the past three decades, NILC has gained national recognition for its innovative approach to landmark litigation and its political savvy, both in Washington, DC, and across the country, and for its bridge-building role.

NILC has been at the forefront of recent efforts to thwart state-level anti-immigrant attacks and promote a road to citizenship for immigrants who are American at heart. As a result, the organization has grown tremendously over the last three years. NILC is seeking a Director of Development who can help manage its growth both now and in the future. This opportunity is perfect for a dynamic, community-oriented fundraiser who is committed to social justice and wants to work within an organizational culture that staff members recently described as supportive, compassionate, convivial, energizing, and inspiring.

PRINCIPAL RESPONSIBILITIES

The Director of Development provides the leadership, strategic direction, management, and coordination for expanding NILC's fundraising efforts.

Reporting to the Executive Director, the Director of Development creates and implements fundraising strategies that increase the organization's support from individuals, unions, corporations and foundations, with a special emphasis on developing individual donors. The Director of Development also plays a key role in identifying, cultivating, and soliciting major donors for annual gifts and works in close collaboration with other senior managers and key volunteer leadership.

The Development Director supervises a dedicated and professional development department, currently made up of two full-time staff, a Development Manager and a Development Coordinator.

ONGOING RESPONSIBILITIES

- Serve as a member of NILC's senior management team.
- Coordinate with the other members of NILC's Development Department, communications staff, Executive Director, and Board of Directors, as well as with program and finance staff to develop strategic and targeted giving opportunities for donors.
- Perform general management responsibilities, including overseeing the production of annual plans, budgets, reports, and evaluation of fundraising activities.

- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, foundation, union, and corporate contributions.
- Oversee implementation of organization-wide development activities, including the annual fundraising event, direct mail appeals, and online giving campaigns.
- Significantly increase and manage NILC's portfolio of individual donors. Communicate effectively with donors through face-to-face solicitation and stewardship meetings, targeted donor events, and written communication strategies.
- Support and coach the Executive Director's and Board members' participation in development activities.
- Oversee protocols and systems to support all development activities and operations, including donor and gift recordkeeping; databases, records, and files; and gift processing and acknowledgement.
- Oversee design, production, and distribution of all development materials.
- Supervise all grant-related writing, research, and reporting to funders.
- Serve as a visible spokesperson and advocate for NILC's mission and programs in the funding community.
- Manage the development department in a fiscally sound manner; hire, supervise, motivate, and train staff when necessary; ensure that appropriate systems and procedures are in place to support NILC's future fundraising goals; identify and develop professional growth opportunities for the development staff.
- Maintain a healthy sense of humor.

PROFESSIONAL EXPERIENCE

The ideal candidate will have 5+ years of experience in a fundraising program in a nonprofit organization with a reputation for quality and excellence, with extensive major gifts expertise. The Director of Development will need to be both a coach and a strategist who can encourage Board members and staff to participate in direct solicitation and cultivation activities. Other preferred professional experience includes:

- A successful track record of personally identifying, cultivating, and soliciting individual donors for support. Experience with immigrant constituencies is desirable.
- Demonstrated experience in managing people and budgets; ability to work in a hands-on environment with limited resources; computer literacy. Knowledge of fundraising databases (in particular, Salsa CRM) is desirable.
- A record of measurable results in organizing and implementing initiatives involving: major gifts, online fundraising campaigns, annual funds, direct mail, and special events.
- Demonstrated ability to work effectively with, and quickly gain the respect and support of, various constituencies, including Board and staff members and donors; experience recruiting and organizing volunteers.
- Track record as an effective communicator; highly skilled in writing and speaking; adept at crafting donor correspondence and other kinds of materials to a wide range of audiences.
- Strong organizational skills; ability to develop long-term plans, track progress towards achieving plan objectives, prioritize and manage multiple projects simultaneously, and meet deadlines.

Additional desired qualities include:

- Commitment to NILC's mission and programs, with knowledge of immigrant communities and issues.

- Experience working in a legal nonprofit organization and/or on immigration or other complex issues.
- Experience soliciting large gifts in the \$5,000 to \$50,000 (and higher) range.
- Demonstrated success in building strong prospect lists and cultivating relationships that result in long-term giving.
- Experience training and supporting executive leaders in enhancing their participation in development activities.
- Highly entrepreneurial; resourceful, and flexible, with the ability to anticipate and act on events and opportunities that advance NILC's work and mission locally, regionally, and nationally.
- Straightforward, self-possessed, and diplomatic, with an ability to share information readily, listen as well as give advice, and respect the abilities of others.
- A team-builder with strong skills in management and leadership; ability to understand the subtleties of motivating and directing a diverse group of personalities.
- Available for travel throughout the United States, and to work some weekends and evenings, as necessary.

SALARY AND BENEFITS

Salary is competitive and commensurate with experience within the guidelines of NILC's scale. Excellent benefits package, including medical, dental, and vision coverage for staff members and their dependents and domestic partners; life insurance; long-term and short-term disability; 403(b) retirement plan; paid time off; and formal flexible spending account options.

TO APPLY

All applications are reviewed and acted upon as they are received. The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible.

Please send an email message to jobs@nilc.org and include as attachments the following documents in *PDF format* as your application for this position:

- a formal cover letter explaining your commitment to NILC's mission and why you are the ideal candidate for this position;
- a detailed resume;
- a brief writing sample — for example, a one-page memorandum to the Board, Executive Committee, or staff about a fundraising or development issue; and
- a separate list of at least five (5) reference contacts, including supervisors and supervisees.

Please write the following in the subject line of your email message: **Attn: Hiring Committee, Ref# DDEV0214**. Please send the above-listed items (as PDF attachments) by email to jobs@nilc.org. *Do not send duplicate materials*. Incomplete applications will not be considered. *No phone calls*, please.

NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, genetic information, age, or disability.