

**Director of Development**

New York, NY

IMMIGRANT JUSTICE CORPS

<http://justicecorps.org/>

Application Deadline: 2/28/2018

Date Posted: 01/30/2018

Job Type: DEVELOPMENT

Schedule Type: Full Time

Practice Areas: Immigration

**Organization Description**

The **Immigrant Justice Corps** (IJC) seeks a Director of Development with a proven track record to join our fellowship program. IJC is the country's first fellowship program dedicated to meeting the need for high-quality legal assistance for immigrants seeking citizenship, other affirmative applications, and fighting deportation. Inspired by Chief Judge Robert Katzmann of the U.S. Court of Appeals for the Second Circuit, IJC brings together the country's most talented law school and college graduates to provide high quality representation to low income immigrants. IJC's two-year Fellowship program connects Fellows to the best legal services providers and community based institutions nationwide and leverages the latest technologies. The program also fosters a culture of creative thinking that engenders new strategies to reduce the justice gap for immigrant families, ensuring that immigration status is no longer a barrier to social and economic opportunity. Since IJC's founding in 2014, IJC has effectively assisted more than 39,000 immigrants and family members with a 93% success rate.

The Director of Development will provide leadership in planning, organizing and directing all fundraising activities. The Director of Development will work closely with and support the fundraising efforts of the Executive Director and the Board of Directors.

**Duties and Responsibilities****FUNDRAISING**

- In collaboration with the Executive Director and Board of Directors, develops and oversees the execution of fundraising plans designed to meet annual and multi-year revenue targets;
- Along with the Executive Director, serves as the leader in the effort to secure major gifts from individuals, foundations and corporations. Develop an engaging stewardship plan for current major donors and prospects;
- Responsible for day-to-day fundraising activities designed to secure support from individuals, foundations, government and corporations, including:
  - the cultivation and solicitation of grants from private and corporate foundations;
  - all donor acquisition activities, including "points of entry" events nationwide that introduce prospective donors to IJC;
  - all individual donor solicitation activities, including events and one-on-one asks by staff, Board members and other volunteers, and appeals;
  - a corporate partnership program featuring giving, employee engagement and recognition opportunities;

- the execution of any future signature events or other activities developed each year;
- Leads any special fundraising initiatives or campaigns related to IJC and future special celebrations or programmatic needs;
- Responsible for establishing a new donor base, ensuring that donor and prospect records are current and that the donor database is appropriately managed;

#### **EXTERNAL COMMUNICATIONS**

- Working with the Operations Manager, ensure effective and timely communication to donors, individuals and IJC stakeholders;
- Working closely with the Executive Director, manages media relations and coordinates IJC's response to media inquiries;

#### **MISSION LEADERSHIP**

- As a member of the senior leadership team, collaborates in the development of IJC's yearly goals and annual operating budget;
- Attends Board of Directors meetings, manages the Development Committee, supports the recruitment of new Board members and participates in Nominating Committee meetings, and prepares presentations on development for each Board meeting;
- Maintains professional and technical knowledge of immigration related issues by attending educational workshops, reviewing professional publications, and participating in professional associations in the Development field;
- Represents IJC at community events;
- Performs other duties as assigned;

#### **QUALIFICATIONS**

- Bachelor's Degree required, Master's or other advanced degree preferred;
- Minimum of five years of development experience, or comparable experience in sales and marketing positions in the private sector;
- Demonstrated experience in building relationships and raising money from individual, corporate, and foundation donors;
- Strong commitment to immigrant rights, advocacy and integration;
- Proven track record having built a development program and established systems, approaches, plans and strategies to create a sustainable philanthropic revenue stream for a non-profit organization;
- Proven major gift experience and the capacity to develop major gift strategies for an organization with a small pool of donors;

- Demonstrated experience in asking people to donate time and money to a non-profit organization;
- Exceptional analytical and critical thinking skills; an ability to be a thought-partner with highly skilled program leadership;
- Outstanding verbal and written communication skills, including experience writing for publications such as newsletters, journals, and online sites;
- Experience in grant writing and grant management, event planning and execution, marketing and media relations;
- Superb organizational, supervisory and interpersonal skills;
- Demonstrated ability to work collegially and collaboratively in a team environment;
- Proficiency in Microsoft Office and fluency with fundraising software. Salesforce experience preferred and desired.

**SALARY**

Commensurate with skills, experience and duties

**Benefits**

Excellent benefits package including dental and vision.

**Application instructions**

Email a detailed cover letter explaining why this job would be a great fit for you, a resume and three (3) references to [info@justicecorps.org](mailto:info@justicecorps.org) with "Development Director" included in the subject line. IJC is an Equal Opportunity Employer.