



NATIONAL IMMIGRATION FORUM

Director of Development

The National Immigration Forum works to uphold America's tradition as a nation of immigrants. The Forum advocates and builds public support for public policies that are fair and supportive to immigrants and refugees in the U.S. As the nation's leading immigration advocacy organization, the Forum fights for policies that reunite families, recognize the importance of immigration to our economy and our communities, protect refugees, encourage newcomers to become new Americans and promote equal protection under the law.

Founded in 1982, the Forum works with national and local advocacy groups, business organizations, and think tanks. It works to convene a diverse range of organizations interested in immigration policy to develop strategy and messages in order to educate officials and the public. In a time when our country struggles to find a realistic and safe immigration solution, the National Immigration Forum is a principled and pragmatic policy voice intent on raising the level of discourse and valuing the humanity and benefit of immigrants and refugees.

The National Immigration Forum Director of Development position is an exciting opportunity for a motivated, experienced professional to expand the Forum's development program by maintaining and increasing revenue from foundation grants, individual donors, corporate sponsorships, and developing Web-based fundraising.

Reporting to the Executive Director with the Deputy Director and working closely with the Board of Directors and other partners, the Director of Development will maintain the Forum's track record of financial stability and develop innovative, achievable fundraising strategies to significantly increase revenues and establish a fundraising program to support the Forum's work into the future.

Visit our website at www.ImmigrationForum.org for more information about the Forum.

Reports to: Executive Director with Deputy Director.

Exempt or Non-Exempt: Exempt

Position Summary

Develop and implement a multi-year fundraising strategy that includes special events, individual donor cultivation and solicitation, business support and cultivation, electronic and direct mail appeals and foundation grants to support and advance the organization's vision and work. This is a role that requires a focus on organization, quality and attention to detail.

Job Duties and Responsibilities

- Develop annual plans and strategies, including goals, cultivation and solicitation activities, and timetables in order to obtain support from individual major donors, corporations and foundations. Develop corresponding budgets and financial projections.
- Identify individual, business and foundation prospects, including appropriate contacts. Keep abreast of current trends in the nonprofit fundraising community, and of the priorities and initiatives of potential funders who are likely to support the Forum's mission, values and goals.
- Communicate with and solicit potential donors. Determine when it is most effective for the Executive Director, Deputy Director, other senior staff, or Board member to communicate with potential donors; lay the groundwork, coach and provide support for their activities as needed.
- Manage and coordinate the development and completion of grant proposals and reports with support from grant writer and program staff. Work with Director of Finance and Administration to prepare budgets and financial reports.
- Monitor, evaluate and report results with fundraising projects.
- Prepare fundraising materials, including event promotion and sponsorship solicitations, presentations, appeal letters, monthly donor updates, annual reports, letters of inquiry, and proposals. Craft clear, compelling and accurate written documents in appropriate formats and styles for various audiences.
- Oversee the implementation and execution of fundraising events, including annual awards event, and donor briefings and meetings.
- Engage the Board of Directors in fundraising activities; support and advise members of the Board in their fundraising efforts. Staff the Board Development Committee.
- Ensure the functionality and maintenance of the donor database, Salesforce.
- Ensure compliance with all applicable legal and ethical standards and guidelines.
- Supervise the Development Associate and development interns, as needed.

Experience and Qualifications:

Candidates are to have a Bachelors' degree and seven to ten years of fundraising experience, preferably in a nonprofit, with solid achievement in constructing and implementing multi-year strategic development plans. Success in identifying, managing and tracking multiple prospects and donors, building long-term relationships, and asking for and closing major gifts is necessary, as is experience in planning and managing special events.

This position requires strong organizational, writing, communication and interpersonal skills, innovative and creative thinking and the ability to prioritize multiple projects and deadlines simultaneously. The position demands a commitment to the values and mission of the organization and ability to communicate an inspired vision or sense of core purpose.

The National Immigration Forum offers a very competitive salary and benefits package. The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

Salary: Negotiable - depending on experience.

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Applicants are encouraged to apply by November 12, 2014; however, the position will remain open until filled.

To apply, send resume and cover letter to resume@immigrationforum.org. Include *Director of Development* in the subject line.

No telephone calls please.