



Temporary Development Assistant

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration sound border security policies, balanced enforcement of immigration laws and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

Visit our website at <http://www.immigrationforum.org> for detailed information about the Forum.

Reports to: **Development Manager**

The Temporary Development Assistant provides support to the Development department and fundraising efforts for four months, from January – April 2018. The successful candidate must have strong writing skills and be extremely detail oriented.

Responsibilities:

- Provide logistical and administrative support for donor cultivation events, including assistance with registration, invoice preparation and tracking; also will be required to attend evening events
- Assist in individual and foundation donor prospect research and assembling of stewardship materials
- Manage grant tracking for accounting and development departments
- Manage foundation prospects and overall development plan
- Attend and record weekly development check-in discussions
- Manage donor files and records in the Forum database, *Salesforce*
- Assist with direct mail campaigns, including managing the process with mail house and print shops
- Process check and online contributions; manage grant letters and acknowledgement process
- Assist with annual fund appeals and email communications with donors, including concept, drafting, managing review process and production
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the Development department
- Perform other duties as needed

Education: Undergraduate degree or equivalent required.

Required Experience and Qualifications:

- One to three years of progressive experience related to development and office coordination and support
- Strong writing and editing skills
- Demonstrated ability to organize, prioritize, and complete work independently
- Must be a self-starter with flexibility, good judgment, attention to detail, and the ability and flexibility to take on a wide range of tasks
- Requires great people skills and the ability to function in a position that provides support in fast paced environment
- Good knowledge of office support functions including database management
- Strong computer skills, including advanced knowledge of *Microsoft Outlook, Word* and *Excel*
- Must have knowledge of fundraising and experience in grant application and report writing

Preferred Experience and Qualifications:

Preference will be given to candidates with one or more of the following qualifications:

- Knowledge of *Salesforce* software strongly preferred
- Non-profit experience
- Experience in the areas of executive level support and development.

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

To apply: Please send a resume, cover letter, writing sample and salary requirements to resume@immigrationforum.org and include “**Temporary Development Assistant**” in the subject line. **Applications submitted without the required information will not be considered.**