



## **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 Director**

The Development Assistant provides support to the Development Director and fundraising efforts. 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 charts for accounting and development departments
- Manage foundation prospect charts and overall development plan work book
- Attend and record quarterly development committee and weekly development check-ins discussions
- Manage donor files and records in the Forum database, *Salesforce*
- Assist with direct mail campaigns and managing the process with mail house and print shops
- Process check and online contributions; manage grant letters and acknowledgement process
- With direction from the Development Director, assist with annual fund appeals and email communications with donors, including concept, drafting, managing review process and production

- Prepare regular reports of donations for the Development Director and Finance and Operations Director
- Provide support to the Development Director by managing all aspects of travel, external and internal meetings and other activities as requested
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the Development Director

**Education:** Undergraduate degree or equivalent required.

**Required Experience and Qualifications:**

- Two to four years of progressive experience related to development and office coordination and support
- Must have experience in the areas of executive level support and development.
- 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
- Non-profit experience

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

Candidates are encouraged to apply on or before January 15, 2016; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: [resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include "Development Assistant" in the subject line.