



Development Associate

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 Associate provides support to the Development Director and fundraising efforts. The successful candidate must have strong writing skills and be extremely detail oriented.

Responsibilities:

- Edit, review and assist in the preparation of grant applications and reports, cover letters, and individual donor solicitations;
- Assist in individual and foundation donor prospect research and assembling of stewardship materials;
- Manage grant tracking for accounting and development departments;
- Manage foundation prospect tracking and overall development plan tracking;
- 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;
- Provide logistical and administrative support for donor cultivation events, including assistance with planning, registration, invoice preparation and tracking; also will be required to attend evening events;
- Process check and online contributions; manage grant letters and acknowledgement process;
- Prepare regular reports of donations for the Development Director and Finance and Operations Director; and

- Manage the CFC and state wide campaign applications;
- With direction from the Development Director, assist with annual fund appeals and email communications with donors, including concept, drafting, managing review process and production.

Education: Undergraduate degree or equivalent required.

Required Experience and Qualifications:

- Three to five years of progressive experience related to development and office coordination and support.
- Must have knowledge of and experience in grant application and report writing.
- Strong writing, editing and communications skills.
- Must have experience in the areas of executive level support and development.
- 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.
- Strong computer skills, including advanced knowledge of *Microsoft Outlook, Word and Excel*.
- Experience using a CRM to manage donor data. Experience in *Salesforce* strongly preferred.

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 August 12, 2016; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:
resume@immigrationforum.org and include "Development Associate" in the subject line.