



## Development Director Opportunity

### The Opportunity

Northwest Immigrant Rights Project (NWIRP) seeks a talented and seasoned Development Director to lead the fundraising program during one of the most dynamic times in the organization's history. NWIRP is on the frontlines of protecting and defending immigrant rights and has seen a dramatic increase in the need for client services. Due to the changing political landscape and the impact on immigrant rights, NWIRP is also experiencing heightened visibility and substantial growth. To respond to the increasing client need, NWIRP is launching a multi-year fundraising initiative to raise \$8 million over the next 3 years. During this dynamic time, NWIRP seeks an experienced Director with a deep commitment to values-based fundraising who can galvanize philanthropy from our diverse, engaged donor community.

Specific goals include leading the multi-year fundraising initiative; overseeing a robust annual fund and event plan; mobilizing the Board of Directors and Fundraising Committee; and managing and mentoring a growing and talented team of development staff. NWIRP brings its core values of fairness, self-determination, and inclusion into all aspects of its work, and seeks an individual who can build an inspiring fundraising program that is intentionally grounded in NWIRP's [values and principles](#). This is a great opportunity for someone who is committed to immigrant rights and wants to use their passion and talents to help build a more just world.

### NWIRP Overview

Founded in 1984, NWIRP is a nationally-recognized legal services organization dedicated to defending and advancing the rights of low-income immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to over 20,000 people from over 170 countries, speaking over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. In 2018, NWIRP is projected to have a staff of 90 FTE's and an annual budget of approximately \$9.5 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma, and Wenatchee).



## Essential Job Responsibilities

- **Fund Development Planning and Strategy:** Design, implement, and track a robust and diversified fund development plan intended to grow NWIRP's unrestricted philanthropic revenue, to raise approximately \$2,000,000 from individuals annually. Strategically develop and oversee all fundraising efforts, donor communications, and special events statewide.
- **Multi-Year Initiative Planning and Strategy:** Lead the organization through its first multi-year, comprehensive growth initiative. Work closely with the Fundraising Initiative Committee and Board of Directors to develop and execute thoughtful fundraising strategies and support them in their role as ambassadors and fundraisers in the community.
- **Major Gifts:** Maintain a major donor portfolio of 50-75 donors with giving capacity ranging between \$100K- \$1M. Build strong relationships with donors and collaborate with the Executive Director and members of the Board to personally solicit major gifts. Regularly conduct face-to-face meetings with donors, institutional funders, and other key stakeholders.
- **Communications:** Plan for and oversee all communications for the organization at a time of heightened visibility. This work includes oversight of the organization's website, press releases, social media, email communications, video production, speeches, and annual report.
- **Supervision and Collaboration:** Lead and supervise a three-person development and communications team. Work in collaboration with the Associate Director and Grants & Contracts Associate, who focus on the organization's government grants and contracts.
- **Organizational Leadership:** Engender a healthy and collaborative fundraising culture within the organization, Staff, and Board. In the community, serve as an ambassador and public face for NWIRP.

The Development Director will report to the Executive Director and will work closely with the Board and Initiative Committee.



## Ideal Skills and Qualifications

- Must have a personal passion for and/or a connection to the social justice [mission and values](#) of NWIRP.
- A minimum of 5 years of non-profit fund development experience, with 3 years of experience in a director-level position.
- Experience growing a major gifts program and soliciting major gifts, face-to-face at \$50K level or higher.
- Experience creating innovative donor engagement and solicitation strategies to grow a fundraising program and increase unrestricted contributed revenue.
- Experience working closely with a Board of Directors and mobilizing them in their role in donor relations and leveraging their strengths and their networks.
- Experience fundraising in a campaign setting or leading a major growth campaign.
- Experience overseeing budgets and tracking outcomes for success.
- Strong leadership skills in a cross-cultural environment. Ability to work effectively and collaboratively with internal and external stakeholders, staff, and counsel from a diverse range of communities across the state.
- Experience in leading, inspiring, and supervising staff and board members.
- Excellent written and verbal communication skills, including the ability to write persuasively in clear and concise language, and the ability to speak with enthusiasm to diverse audiences.
- Flexible, positive work style conducive to efficiently managing multiple tasks, meeting deadlines, and anticipating changing needs in a fast-paced environment.
- Proficiency in Microsoft Office and donor database software (experience with eTapestry a plus).

## Compensation and Benefits

This is a full-time position that requires a willingness to work some evenings and weekends, as well as occasional travel within the state. The anticipated salary range for the position is \$75,000 to \$95,000 (starting salary is for someone with 3 years of director experience).

NWIRP offers a generous benefits package, including excellent health, vision & dental plans; 3% employer retirement contributions; paid vacation, parental, and health-related leave; subsidized transit pass; disability/life/AD&D coverage; and 4 weeks of paid sabbatical after six years of employment.

NWIRP's central office is located in the heart of Pioneer Square, Seattle's historic district known for its art galleries, quirky boutiques, and cafes and restaurants. Seattle is home to a thriving and engaged non-profit and philanthropic community, and is an optimal place to live and work.





## How to Apply

Please apply online by submitting your cover letter and resume in a single PDF document via email to [developmentdirector@nwirp.org](mailto:developmentdirector@nwirp.org). In your cover letter, please describe your particular interest in NWIRP and your qualifications for the Development Director position.

Questions may be directed to Emily Anthony, who is acting as an external advisor on this search. Contact her by email at [emily@cloversearchworks.com](mailto:emily@cloversearchworks.com), or by phone at (206) 355-9132.

All applications will be held confidentially within the hiring team and given serious consideration as soon as they are received. We encourage early applications. Interviewing will begin in early February; the position will be open until filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity. It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.

We believe that having a Board, Staff, and Volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other underrepresented and historically marginalized groups.