



NATIONAL IMMIGRATION LAW CENTER

JOB ANNOUNCEMENT: Los Angeles, CA, or Washington, DC

Senior Officer, Individual Giving

May 2017

*NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are **encouraged** to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*

Position and background

The National Immigration Law Center (NILC) is seeking a Senior Officer for Individual Giving to join our Development Department. The Individual Giving Officer will be the lead for the development, implementation and evaluation of strategies to engage and retain individual donors at various levels of giving capacity. The full-time position is based in our Los Angeles or Washington, DC, office. This position reports to the Deputy Director for Development and Operations.

Responsibilities include but are not limited to...

- Participates in the development of the organization's overall strategy to obtain resources to support the c3 and c4 activities of NILC.
- Leads the process for defining, implementing, and evaluating goals, strategies, and financial targets for individual giving in the Development Department's annual workplan.
- Leads the management and coordination of activities to deepen NILC's relationships with existing individual donors at all levels, develop relationships with new individual donors, and solicit financial support from current and potential donors.
- Identifies new individual major donors in collaboration with staff and board, and defines and executes cultivation plans.
- Provides support to the Executive Director and NILC board in the cultivation of donors and the solicitation of gifts.
- Oversees strategy development of fundraising and donor-relations events, including salons, informational briefings, and NILC's annual awards.
- Provides staff leadership to the Board Fundraising Committee.
- Leads the establishment and management of relationships with key staff leaders in other departments to ensure support and ongoing communication for individual donor fundraising efforts.
- Regularly assesses individual fundraising activities and progress toward fundraising goals.
- Supervises the Manager, Donor Engagement.
- Performs other duties as necessary.

Education & qualifications

- Bachelor's degree required, master's degree preferred.
- 7-10 years of fundraising experience focused on individual giving, with increasing levels of responsibility and management experience.
- Experience in nonprofit fundraising environment required.
- A professional and resourceful style, with ability to take initiative.
- Ability to work independently, without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside NILC.
- Flexible and adaptable management style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to establish priorities and complete work under tight deadlines in a fast-paced environment, with a demonstrated record of successful follow-through on tasks and goals.
- Strong organizational and time management skills, with exceptional attention to detail.
- A demonstrated ability to influence and engage a wide range of donors and to build and nourish long-term relationships.
- Strong communication skills, with the ability to communicate persuasively, both orally and in writing.
- Significant writing experience sufficient to produce business correspondence, solicitation materials, letters of acknowledgement, reports, and proposals to individuals.
- The ability to conceptualize, plan, and implement special events.
- NeonCRM database proficiency preferred, as well as a general familiarity with other donor management applications, programs, and databases, with a willingness to learn new technologies as needed.
- Ability to recognize sensitive material and maintain high degree of confidentiality.
- Commitment to, passion for, and understanding of issues faced by immigrants and low-income, working families.

Salary and benefits

Competitive salary DOE. Benefits include health, dental, and vision; disability; flexible spending account; 403(b) employer retirement plan. Excellent time off benefits!

To apply

Please send a detailed cover letter explaining your interest in NILC's mission and why you are the best candidate for this position, along with your resume and a 3 to 5-page writing sample, by e-mail to jobs@nilc.org. Use SOIG0517 as your subject line. Applications will be accepted on a rolling basis.

Please do not send duplicate materials. Incomplete applications will not be considered. You must have all materials requested and follow instructions outlined above to be considered.

No phone calls, please.