The Immigrant Welcome Center
Job Description: Development Manager

Department: Administration
Status: Full-time, exempt
Supervisor: CEO
Salary: $40,000 - $60,000 (commensurate with experience and education)

The mission of Immigrant Welcome Center (IWC) is to be a trusted partner and advocate for all immigrants. We are committed to ensuring that our communities are welcoming and have resources so that all immigrants can thrive. IWC team members enjoy a collaborative, ambitious, mission-focused culture; flexibility for home and office-based work; supportive benefits (including health insurance); flextime and time-off arrangements that support healthy integration of work and life demands.

Position Summary
The purpose of the Development Manager is to manage activities related to fundraising, including individual and corporate giving, special events, grant writing and grant reporting.

Responsibilities
Individual Giving
- Establish Annual Fund plan (cultivation, solicitation, and stewarding) in partnership with CEO and Development/Marketing Committee of Board of Directors.
- Execute all annual fund activities including strategizing specific campaign activities, segmenting audiences, writing appeals.
- Identify potential major gifts ($1,000+) and work closely with CEO to strategize their cultivation, solicitation, and stewarding.
- Strategize and execute all development communication channels including print, digital and socialmedia.

Corporate Giving
- Develop corporate sponsorships by identifying, cultivating, soliciting, and stewarding sponsors.
- Participate in annual planning of large fundraising event (Live Local Think Global) with a focus on leading sponsorships.

Grants
- Manage grant schedule
- Write grant proposals
- Identify new grant opportunities

Gift Management
- Maintain a highly functional donor database (currently Bloomerang, moving to Salesforce)
- Process funds received, including gift entry and acknowledgements.

General Organization Support
- Work closely with marketing on website strategy and content and ensure a cohesive, authentic, positive brand.
- Staff the Development/Marketing Committee of the Board of Directors.
- Participate in department and all-staff activities
- Process mail, including incoming donations

Success Indicators
Success in this role is indicated by the following:
- Achieve agreed upon fundraising goals.
- Meet project deadlines.
- All materials produced reflect well on the organization.
- Records are clean and organized such that meaningful data can be pulled from them.
- Display a positive attitude about the rights and opportunities for immigrants.
- Foster feelings of confidence and collegiality with colleagues, board members, volunteers, and other stakeholders.

Work Responsibilities & Requirements
- Primarily works in the office, 3 days in person, 2 days remote.
- Flexible working schedules, 8-hour shift Monday – Friday. Choose your start time between 8:00am-10:00am, and end time between 4:00pm -6:00pm.
- Some evening and weekend work is required (flex time available)
- Extensive administrative work on computer and phone.

Required Qualifications & Skills
- Bachelor's degree (accepted from any accredited university)
- At least 2 years of experience with donor database management. (Preference for experience with Bloomerang)
- Professional and clear communication skills
- Fluent in English
- Authorized to work in the United States

Preferred Qualifications
- Master's degree in related field
- 2+ years of experience in frontline fundraising
- Fluent in another language
- Graphic design skills used in designing meaningful graphics for social media posts and newsletter layouts (digital and print)
- Proficient in InDesign, Microsoft office, social media platforms, and internet research

This is an immediate opening, applications will be reviewed on a rolling basis.

Please email your resume, cover letter, and references to our Director of Programs and Operations, Christina Arrom (carrom@immigrantwelcomecenter.org). Subject line should read: Applicant for Development Manager.