

# Northwest IMMIGRANT RIGHTS Project

## **Position Announcement (temporary) Development Associate**

### **Job Summary:**

Works in conjunction with the Development Director to implement NWIRP's development plan. While the Development Associate's primary responsibilities will be focused around coordination of fundraising events, database management and donor communications, being a member of our team will give the ideal candidate an opportunity to work in all aspects of Development and Fundraising. This is currently a six-month temporary position.

### **Essential Functions/Responsibilities:**

#### ***Fundraising & Events***

- Support the planning, coordination and implementation of assigned internal and external events that raise funds for and awareness of NWIRP and its mission.
- Maintain data input on donors in database, ensuring accurate and robust records. NWIRP is currently using eTapestry.
- Extract and organize data from database for reporting purposes, targeted mailing lists and analytical reports.
- Support the preparation and execution of assigned donor communication by writing, proofing, editing and coordinating assigned donor communications. These may include gift acknowledgments, donor reports, invitations, newsletters and appeals.
- Manage and train volunteers for various projects.
- Represent NWIRP in assigned meetings and events with donors, sponsors and prospects.
- Assist with major gift cultivation efforts, prospect research & tracking as assigned.
- Assist with researching, writing, and submitting grant proposals as needed.

#### ***Communications***

- Assist in coordinating preparation and mailing of written communication to constituents including mass e-mails, newsletters, appeals and marketing support materials.
- Manage and continually update media database.
- Assist in coordinating a variety of outside consultants/vendors, including designers, photographers and printers.

**Requirements:**

- Personal passion for immigrant rights work with a belief in the mission and values of Northwest Immigrant Rights Project. Familiarity with immigration issues and ability to quickly learn issues associated with immigration.
- Excellent computer skills and software knowledge including Word, Excel and previous experience with database software.
- Excellent written, oral and interpersonal communication skills in person and by email and telephone; cross cultural communications experience.
- Project management experience with ability to meet deadlines, anticipating quickly changing needs and exercising good judgment.
- The ideal candidate will be diplomatic, organized, outgoing, flexible, open-minded and very detail oriented.
- Bachelor's degree or equivalent.

**Preferences:**

- Two 2 years experience working in a non-profit or fundraising atmosphere.
- Previous experience producing materials for public consumption a plus.

This is a temporary, full-time (35 hrs/wk) non-exempt position. Hours are 9am – 5pm with a one hour lunch break.

**To Apply:** Please send cover letter, resume and 3 references. In your cover letter, please address why you would like to work at NWIRP, and how your qualifications suit the position. Attach documents to email and send to [hr@nwirp.org](mailto:hr@nwirp.org). No phone calls please. For full consideration apply by Friday, July 10. Position open until filled.

**Compensation:** DOE

**Physical Demands:** The associate is primarily required to sit at a desk frequently using a computer and phone; use hands to finger, handle, or feel; reach with hands and arms; occasionally required to walk, stand and bend. The associate must frequently lift and/or move up to 40 pounds. Specific vision abilities required include up-close and distance vision.

***Northwest Immigrant Rights Project is an equal opportunity employer committed to diversity. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other minority groups.***