

New Position Announcement: Gift Officer

Northwest Immigrant Rights Project (NWIRP) seeks an ambitious and talented **Gift Officer** to join our Development and Communications Unit.

NWIRP Overview

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 170 countries and speak 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. NWIRP has a staff of over 100 and an annual budget of over \$12 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

Gift Officer Job Duties:

To secure funds for Northwest Immigrant Rights Project by qualifying and managing a donor portfolio, assuring that as many donors as possible are retained and upgraded in their giving and involvement with NWIRP. This position will also assist the Director of Development and Communications in firmly establishing an Individual Giving Program at NWIRP.

A majority of time in this position will be spent connecting with donors and prospects from across the state: Face-to-face, on the phone, at events, and through emails, letters and notes. This role is primarily responsible for soliciting and closing gifts in the \$2,500 - \$10,000 range, although the potential for the position to grow from a mid-level donor focus to a major donor focus is high.

This position reports to the Director of Development and Communications.

Ongoing Responsibilities:

- Qualify and manage portfolio of approximately 125 donors/prospects.
- Create individual goals and cultivation/solicitation plans for each donor. Faithfully, and on a timely basis, execute plans so donors are retained and upgraded. Activities will include discovery meetings, cultivation connections, gift solicitation, and donor stewardship.
- Proactively reach out to qualify leads through calls and other communications, making 18-20 substantial contacts per month and an average of 3 – 5 face-to-face visits per week.
- Record and track donor activity progress using Constituent Relationship Management system.
- Stay current on issues surrounding immigration and NWIRP's activities and efforts in the arena.
- Stay current on issues surrounding philanthropy.
- Other tasks as assigned by the Director of Development and Communications

Leadership and Growth Opportunities:

- Take lead role in developing a major donor pipeline process.
- Participate in creating the infrastructure for the NWIRP individual giving program.

Performance Accountability and Preferred Requirements

- Must have a personal passion for and/or a connection to the social justice mission, vision and values of NWIRP.
- Ability to qualify portfolio donors that represent the highest giving potential for NWIRP and create reasonable financial goals for each donor
- Ability to create a personal contact-ask-stewardship plan that takes into account the individual donor's interest, motivations, giving patterns and ask preferences, resulting in the retention and upgrade of donors in the assigned portfolio.
- Ability to create effective proposals and stewardship reports.
- Ability to work alongside, build relationships with, and earn the confidence of a wide range of internal and external constituents.
- Ability to act with discretion, protect donor and client confidentiality, manage time effectively, balance short- and long-term priorities, and work independently.
- 3+ years of progressively relevant experience preferred.
- Face-to-face donor solicitation and/or sales experience with an emphasis on customer relationship building highly desired.
- Ability to be based in NWIRP's Seattle Office is ideal, but applicants wishing to work from our Tacoma, Wenatchee or Granger offices will be considered.

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. Salary is dependent wholly on relevant experience. Beginning salary for candidates with two years of relevant experience will be \$48,429 (\$26.61/hr) while someone with eleven years of relevant experience, for instance, can expect a salary of \$60,110 (\$33.03/hr).

NWIRP offers a 35-hour work week and 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.

How to Apply

Please apply online by submitting your cover letter and resume in a single PDF document via email to GiftOfficerJob@nwirp.org. In your cover letter, please describe your particular interest in NWIRP and your qualifications for the Gift Officer position. Questions may also be directed to this email address. All applications will be held confidentially within the hiring team and given serious consideration as soon as they are received.

Interviews will begin on or around the week of February 4. The position will remain open until filled.

Northwest Immigrant Rights Project is an equal opportunity employer committed to diversity. We strongly encourage applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQIA community, and other underrepresented and historically marginalized groups.

Our goal is to have a diverse Board, Staff, and Volunteer base that is reflective of the communities we serve. We believe 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.

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 of any kind. 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.