



## Director of Development Job Description

UnLocal is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's undocumented immigrant communities.

UnLocal seeks a dedicated, experienced Director of Development to join our team. The Director of Development will play a crucial role in ensuring the financial health and sustainability of the organization while also leading efforts to secure funding and resources to support our mission of providing legal services to immigrants in New York City. This pivotal role will spearhead strategic efforts to secure financing, cultivate funder relationships, and advance our mission. This is a Full-Time Exempt Position that reports to the Executive Director.

Primary Responsibilities:

Development and Fundraising:

Comprehensive Fundraising Strategy:

- Develop and execute a comprehensive fundraising strategy encompassing grant writing, donor cultivation, major gifts, and events.
- Diversify revenue streams and explore innovative fundraising approaches to ensure the sustainability of UnLocal's programs.

Grant Writing and Management:

- Identify and pursue grant opportunities from foundations, government agencies, and other sources.
- Prepare compelling grant proposals, ensuring alignment with UnLocal's mission and goals.
- Effectively manage the grant application process, tracking deadlines and ensuring compliance with grant requirements.

Donor Cultivation and Stewardship:

- Cultivate and steward relationships with individual donors, foundations, and corporate partners to secure financial support.
- Develop and implement strategies to increase donor retention and engagement.
- Utilize digital platforms and social media to enhance donor engagement and support.

Fundraising Events and Campaigns:

- Plan and execute fundraising events, campaigns, and donor appreciation activities.

- Coordinate logistics, marketing, and outreach efforts to maximize participation and donations.

#### Data Management and Reporting:

- Maintain accurate donor records, track donations, and produce regular donor reports.
- Analyze donor data to identify trends, opportunities, and areas for improvement.

#### Collaboration with Leadership:

- Collaborate with the Executive Director and Board of Directors to identify fundraising priorities and opportunities for donor engagement.
- Present fundraising updates and recommendations to the leadership team and board.

#### Community Engagement:

- Engage with the community and key stakeholders to enhance UnLocal's visibility and support.
- Represent UnLocal at community events, conferences, and networking opportunities.

#### Promoting Organizational Culture:

- Promote an organizational culture reflective of UnLocal's mission and values.
- Work collaboratively to create and maintain a workplace that fosters diversity, equity, and inclusion.

#### Professional Qualifications:

- Preferred: Master's degree in nonprofit management, fundraising, or a related field.
- Minimum 5-7 years of experience in nonprofit fundraising and development.
- Has demonstrated success in grant writing, major gifts, and donor relations.
- Proven ability to build and maintain relationships with donors and stakeholders.
- Experience with digital fundraising platforms and social media engagement.
- Familiarity with diverse fundraising approaches and a commitment to innovation.
- Excellent written and verbal communication skills, including listening, reasoning, and strategic skills.
- Understanding of and commitment to UnLocal's mission.

#### Compensation and Benefits:

- Full-time position.
- Salary range: \$85,000-90,000, depending on experience.
- Full premium coverage for health, dental, and vision insurance.
- Contributions to commuter benefits and access to 401(k).
- Professional development stipend.
- Yearly Wellness Stipend.

- 40 days of paid time off (PTO) available for any reason the staff member sees fit.
- Office closure between Christmas and New Year's (not counted towards PTO).
- After three years of employment, staff are eligible for a 4-week sabbatical.
- Promoting work-life balance through flexible Fridays

Location:

UnLocal staff can participate in a hybrid home/office work model as they feel comfortable.

UnLocal's offices are located in midtown Manhattan.

If you are passionate about making a difference and possess the required skills, please submit your resume and cover letter to [Adrian@unlocal.org](mailto:Adrian@unlocal.org). We look forward to welcoming a dedicated Director of Development to our team.