

**The Immigrant Law Center of Minnesota
Employment Opportunity**

Development Officer

The Immigrant Law Center of Minnesota is seeking a dynamic and experienced fundraising professional who can help increase our support from a wide range of fundraising sources in support of an annual budget of approximately \$2,000,000. This includes individual major gifts, annual giving, planned giving, special events, law firm and corporate support, and direct mail appeals. The Development Officer is an integral part of a development team that also includes the Executive Director, Associate Director, Senior Development Officer, and a development committee of the board of directors.

Organization Summary: The mission of the Immigrant Law Center of Minnesota is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to:

- *Remedy legal problems* by providing quality immigration legal services to low-income immigrants and refugees of all nationalities;
 - *Prevent legal problems* by providing law-related education to immigrants and refugees of all nationalities; and
 - *Raise public awareness* of immigration issues so as to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical.
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Job Title: Development Officer

Location: Saint Paul

Salary: DOQ

Type: Full-time

Deadline: Open until filled

Primary Duties and Responsibilities:

The Development Officer will be responsible for assisting in the design and implementation of a development strategy in support of an annual budget of approximately \$2,000,000. This position writes and compiles grant proposals and related materials, tracks foundation deadlines/manages the grants cycle, assists with donor database entry, and assists the development team with other development functions, in addition to assisting with a marketing/communications strategy to support these efforts.

Responsibilities will include:

- Work with the development committee of the board of directors and the development team in defining and prioritizing the fund development goals and objectives of the organization.
- Design and implement effective strategies to grow giving from foundations and governmental entities in support of the programs at ILCM.
- Engage collaborative partners, staff, board, and others in development planning where appropriate.
- Research and cultivate prospective grant opportunities.

- Maintain diverse grant portfolio of private foundation and government funding, including research, development, writing, cultivation, submission, and stewardship of letters of inquiry, proposals, and grant reports.
 - Maintain accurate records in donor database including donor history, cultivation efforts, and timely gift acknowledgements.
 - Maintain development calendar and ensure adherence to deadlines.
 - Inform the marketing/communications strategies as they relate to development efforts including the use of print, social media, website, and electronic communications.
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Experience and Qualification Requirements:

Education/Experience:

- Bachelor's degree in related field.
- At least three years' experience in the development field. Marketing experience a plus.
- Track record of success in nonprofit development and fundraising with measurable outcomes.

Other Skills/Requirements:

- Excellent oral, listening, and written communication skills, including excellent grammar and proofreading abilities.
 - Strong organizational skills and attention to detail in order to manage multiple projects concurrently, and to meet deadlines.
 - Strong interpersonal skills including the ability to influence and engage a wide range of stakeholders and to build long-term relationships.
 - Demonstrated interest in serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
 - Ability to work constructively with others, possess good judgment, learn quickly, and work well independently and under pressure—as well as in collaboration with other staff and with other organizations.
 - Working knowledge of Microsoft Office Suite programs. Database experience preferred.
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Additional Information: For further information on the Immigrant Law Center of Minnesota, please visit www.ilcm.org.

How to Apply: If interested, please forward cover letter, resume, and writing sample to oficinalegal@ilcm.org or mail to ILCM Development Officer, 450 North Syndicate St., Ste. 200, Saint Paul, Minnesota 55104.