

JOB ANNOUNCEMENT

Director of Development & Communications National Immigration Project of the National Lawyers Guild Boston, Massachusetts

The National Immigration Project is seeking a creative, self-motivated candidate to fill the position of Director of Development and Communications. This is a full-time position with very generous benefits. The National Immigration Project is unionized; all regular staff members (except for executive staff) are members of the NOLSW/UAW.

Consistent with the Immigration Project's organizational needs, approximately 75 percent of the position will be devoted to development work, with communications work making up the rest.

Salary Range \$45,000-\$65,000, depending on experience.

SPECIFIC RESPONSIBILITIES

Budget Projections & Development Goals

- Work with the Executive Director and Office Manager to prepare quarterly financial statements and to develop annual budget and revenue projections
- Work with the staff and board to develop mid- to long-term development goals which integrate the Project's substantive program goals with its revenue/fundraising goals
- Maintain correspondence with existing sources of foundation support (involving the writing of progress and summary reports as stipulated by existing grants and preparing proposals for re-funding)
- Work with the staff and board to explore new sources of foundation support (involving writing grant proposals or coordinating the writing of new proposals as needed)

Membership Outreach & Services

- Coordinate the dissemination of membership materials and respond to member questions on an as needed basis
- Develop membership outreach materials

Special Events & Other Fundraising

- Coordinate special events
- Work with the staff and board to develop and implement new ideas for fundraising events and developing leads to new, private donors and cultivate relationships with such new donors

Communications/Press Work

- Write and coordinate the production of the annual report
- Manage and update content on the Immigration Project's Web site

- Write and disseminate press releases and coordinate press conferences
- Maintain and expand the Immigration Project's press contact list and respond to queries from the press as they arise
- Develop general promotional materials

REQUIREMENTS

Required

- Excellent research, writing, and interpersonal communication skills
- Demonstrated committed to immigrants' rights or social justice
- Ability to perform flexibly and under pressure
- Ability to both work independently and as part of work teams
- Ability to set goals and timelines and to provide follow-through and evaluation
- Strong computer skills, especially with databases, communication tools, and word processors
- Travel 3-4 times per year

Preferred

- 1-2 years' experience serving as a membership coordinator (ideally, with experience managing a nationally-disbursed membership base primarily through E-mail and web-based communication)
- 2 years' development experience at a 501(c)(3) nonprofit
- Experience writing and managing the printing and production of complex, text-based documents (annual reports, newsletters, etc.)
- Familiarity with FrontPage web publishing and Microsoft Access software
- Experience with web-based shopping cart software

The National Immigration Project of the National Lawyers Guild is an affirmative action employer.

How to Apply

Please email your resume, a writing sample and references to the attention of Rosa Douglas: Rosa@nationalimmigrationproject.org or send hard copies to:

National Immigration Project
14 Beacon Street, Suite 602
Boston, MA 02108
Fax: 617-227-5495