



COLECTIVA  
LEGAL DEL  
PUEBLO

## **DEVELOPMENT DIRECTOR DESCRIPTION**

### **MISSION & ORGANIZATIONAL DESCRIPTION**

Colectiva Legal del Pueblo is a non-hierarchical collective organization founded for and by undocumented immigrants working to build community leadership and power for migrant justice through legal advocacy and education.

CLP was founded in November 2012 by a group of undocumented community organizers, activists and immigration attorneys who recognized the need to create an organization that provides legal support while building community power for migrant justice. We provide legal advocacy, community education and support to immigrant communities, as well as legal support, in general.

### **RESPONSIBILITIES & DUTIES OF THE POSITION**

A strong and experienced development strategist is key to Colectiva's sustainability and growth. Colectiva is searching for a multifaceted, and experienced individual to lead Colectiva's development work, and engage staff, board and community to execute Colectiva's fundraising plan.

#### **I. FISCAL DEVELOPMENT (80%)**

##### **A. Foundations**

- Research, develop, write, and submit grant proposals to obtain, increase, and diversify funding that aligns with Colectiva's mission;
- Coordinate site visits and work with staff to manage funder reports, accomplish objectives in accordance with funding timelines, and oversee project budgets;
- Write and submit interim, final narratives and financial reports for current funders with the support of staff members;
- Supervise the accurate processing of checks, credit cards, and electronic funds transfers for unrestricted and restricted gifts;
- Identify and cultivate funder, ally, and philanthropic partners by attending meetings and foundation and fundraising events;
- Create materials, talking points for proposals to recruit and communicate with funders
- Input and track all foundation monies in Colectiva's donor management database.

##### **B. Grassroots Fundraising & Events**

- Develop, maintain and cultivate relationships with current, past and potential donors, increasing the number and amount of donors;
- Monitor day-to-day giving, ensuring accurate processing and stewardship of gifts via mail, emails and phone calls;



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## **POLICY DIRECTOR & DEVELOPMENT STRATEGIST DESCRIPTION**

- Coordinate direct mail and end of year giving plan, including developing and distributing Annual Reports, coordinating annual e-appeals, stewardship of donors, and sending tax letters to all donors;
- Spearhead events, including the annual gala and friendraising requests;
- With the support of staff, schedule and follow up on payments for additional revenues.

### **II. COLLECTIVE DEVELOPMENT (20%)**

#### **A. Budget and Finance Team**

- Collaborate on CLP's Finance and Budget Team through regular meetings to create, monitor and review a collective budget, and distribute quarterly team reports;
- Spearhead budgeting, including supporting staff in working group budgets;
- Provide ongoing guidance related to financial decisions based on budgeted and forecasted expenses, revenue, assets, and cash flow analysis;
- Work with the collective to establish best practices that continue to uphold Colectiva's mission and vision for a non-hierarchical, community led organization;

#### **KNOWLEDGE, SKILLS AND ABILITIES (preferred):**

- Alignment with Colectiva's mission and organizational values, and desire to invest in Colectiva's growth and development, with a demonstrated deep commitment to immigrant rights and social justice issues;
- Ability to work cooperatively with others, both within the organization and in the community, in a collective environment with consensus-based decision-making;
- Flexibility to work evenings and weekends, when necessary;
- Excellent writing, speaking and interpersonal communications skills, with the natural ability to build relationships, lead and train others;
- MPA or MPP graduate degree or equivalent, with at least 3 years of multi-staff management experience, and the ability to manage multiple projects, and holding self and others accountable;
- Minimum of four plus years of progressively relevant experience with substantial background working in the areas of policy and advocacy
- At least 2 years experience fundraising, including grant writing and management, grassroots and event fundraising, and cultivating individual and philanthropic donations;
- Experience working with and maintaining CRM donor databases, knowledge of Little Green Light is a plus.

**COMPENSATION:** Salary is \$50,000/year with a 3% cost of living adjustment per year and a salary increase to \$55,000 after two years of employment. Benefits include professional membership fees and competitive paid vacation and sick leave.



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## **POLICY DIRECTOR & DEVELOPMENT STRATEGIST DESCRIPTION**

**TO APPLY:** Send (1) a resume; (2) cover letter; (3) three references and (4) responses to the questions below to Sylvia Miller at [sylvia@colectivalega.org](mailto:sylvia@colectivalega.org). All documents must be attached in PDF format in one email with “Development Position - [Applicant Name]” in the subject heading. Applications will accepted on a rolling basis until position is filled, with preference to applications filed prior to **January 10, 2018**. Qualified applicants will be contacted for an interview; no phone calls please.

### **SUPPLEMENTAL QUESTIONS**

**Please answer the following questions:**

- (1) Why do you want to work for Colectiva Legal del Pueblo? What draws you to this work? Answer in 500 words or less.
- (2) How do you define social justice and what is the role of community organizing in social justice work? Answer in 500 words or less.
- (3) What does working in a collective mean to you? Answer in 500 words or less.

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*CLP is an equal opportunity/affirmative action employer that provides equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law.*

*We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.*