



COLECTIVA
LEGAL DEL
PUEBLO

CONTRACT DEVELOPMENT COORDINATOR (TEMPORARY POSITION) **JOB DESCRIPTION**

ORGANIZATION BACKGROUND

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

Colectiva is searching for a multifaceted, and experienced individual to lead Colectiva's development work, and to execute Colectiva's fundraising plan. This position works with Colectiva's internal finance team and is responsible for the full range of fund development activities for the organization. In particular, this staff person is responsible for writing grants and for submitting timely and accurate reports for all existing grant funded projects.

This position is temporary for a minimum of two months as our development specialist is on leave.

MAJOR RESPONSIBILITIES

- Research, develop, write, and submit grant proposals to obtain, increase, and diversify funding that aligns with Colectiva's mission;
- Comply with all grant reporting by writing and submitting interim, final narratives and financial reports for current funders with the support of staff members;
- Input and process checks, credit cards, electronic funds transfers and grant awards in Colectiva's donor management database system;
- Maintain current records in a database and in paper files including grant tracking and reporting;
- Understanding of institutional history and current programs of Colectiva.

KNOWLEDGE, SKILLS, AND ABILITIES (preferred):

- Experience fundraising, including grant writing and management, grassroots and event fundraising, and cultivating individual and philanthropic donations;
- Experience working with and maintaining donor databases, knowledge of Little Green Light is a plus.



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- 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;

COMPENSATION: \$26/hr. Length of the contract is negotiable.

TO APPLY: Send (1) a resume; (2) cover letter; (3) three references and (4) responses to the questions below to jobs@colectivallegal.org. All documents must be attached in PDF format in one email with "Development Position - [Applicant Name]" in the subject heading. Applications will be accepted on a rolling basis until the position is filled. Qualified applicants will be contacted for an interview; no phone calls, please.

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.