



COLECTIVA
LEGAL DEL
PUEBLO

DEVELOPMENT STRATEGIST 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.

Colectiva Legal del Pueblo 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

JOB DUTIES:

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;
- 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;
- Supervise the accurate processing of checks, credit cards, and electronic funds transfers for unrestricted and restricted gifts and monies;
- 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;



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- Spearhead events, including the annual gala, Give-Big, Giving-Tuesday, and other fundraising events;
- Support social media engagement related to fundraising activities

II. COLLECTIVE DEVELOPMENT (20%)

A. Budget and Finance Team

- Work with teams and staff at Colectiva to cultivate understanding of fundraising activities and participation of staff in fundraising activities;
- Collaborate on CLP's Finance and Budget Team through regular meetings to monitor fundraising efforts and organizational expenses;
- Co-lead Colectiva's budgeting process alongside Operations Director and maintain updated financial information;
- Participate in collective self-management of the organization.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in development preferred;
- Proficiency in Spanish preferred;
- Demonstrated commitment to immigrant rights and social justice issues;
- Alignment with Colectiva's mission and organizational values in a collective environment focused on consensus-based decision-making;
- Ability to work cooperatively with others, both within the organization and in the community;
- 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;
- Experience working with and maintaining CRM donor databases, knowledge of Little Green Light is a plus.

Salary and Benefits:

CLP is a non-hierarchical collective and salary is based on the amount of time at the organization, not position. The starting salary for this position is \$53,000 plus an annual cost of living salary increase and increase in salary after two years of employment. Benefits package includes paid professional membership and training fees, health and vision insurance, and generous paid time off, vacation and sick leave. Please inquire at the interview about any other benefits we may be offering.

TO APPLY



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Please send resume, cover letter, responses to questions listed below, and list of three references to jobs@colectivalegal.org. All documents must be attached in one single PDF in one email with "Development Strategist" in the subject heading. Applications will be accepted on a rolling basis until position is filled. 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.

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.