



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.

JOB DESCRIPTION

Position Title: Grants and Development Coordinator
Location: Burien, WA
Hours: Full-time, may include evenings and weekends
Start Date: November 2022

POSITION SUMMARY

Colectiva is searching for a person committed to social justice and advancing immigration reform by growing the collective to provide immigrants with services and support. We are searching for an experienced individual to lead our strategic fundraising efforts, and to execute Colectiva's fundraising plan in collaboration with Colectiva's Finance Committee.

RESPONSIBILITIES & DUTIES OF THE POSITION

A. Grassroots Fundraising & Coordinating 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;
- Spearhead events, including the annual gala, Give-Big, Giving-Tuesday, and other fundraising events;
- Support social media engagement related to fundraising activities.

B. Working with Donors & Funders

- Identify and cultivate funder, ally, and philanthropic partners;
- 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;
- Administer and invoice for state and federal funding, including the submission of required financial and narrative reporting;
- Collaborate with the Operations Coordinator to ensure all restricted funding is coded properly in accounting systems;
- Create materials, talking points for proposals to recruit and communicate with funders;
- Input and track all foundation monies in Colectiva's donor management database.

C. Support Colectiva's Finance Committee

- Cultivate an understanding of fundraising activities and participation in fundraising activities;
- Collaborate on CLP's Finance Committee through regular meetings to monitor fundraising efforts and organizational expenses;
- Co-lead Colectiva's budgeting process alongside Operations Coordinator and maintain updated financial information;
- Participate in collective self-management of the organization.

PROFESSIONAL EXPERIENCE REQUIRED FOR THE POSITION

- 3 years or more of successful development experience that include the proven ability to set and meet fundraising goals;
- Demonstrated commitment to immigrant rights, social justice issue, and is in alignment with Colectiva's mission and organizational values;
- Posses the natural ability to build relationships, lead and train others with exceptional writing, speaking and interpersonal communication skills;

- Experience tracking revenues and expenses, working with and maintaining CRM donor databases, knowledge of Little Green Light and Quickbooks is a plus;
- Flexibility to work evenings and weekends, when necessary;
- Proficiency in Spanish preferred.

SALARY & BENEFITS

Salary is \$66,906/year plus annual cost of living salary increases. As a nonhierarchical collective, all employees, regardless of their position, start at the same salary, with cost of living increases each year and additional increases at an employee's two-year and four-year anniversaries. Benefits package includes health and vision insurance, professional development & membership fees, and generous paid time off, vacation and sick leave.

TO APPLY

Please send resume, cover letter, and contact information for three references to jobs@colectivalegal.org with "Grants and Development Coordinator Application" in the subject heading. No phone calls please. Applications will be accepted on a rolling basis until the position is filled.

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?

Please 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? Please answer in 500 words or less.

3. What does working in a collective mean to you? Please answer in 500 words or less.

COMMITMENT TO DIVERSITY

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.