

Fundraising and Communications Associate or Director

Position Description

Title: Fundraising and Communications Associate or Director

Status: Full-Time (40 hours/week)

Compensation: Salary range starts at \$44,000 or \$54,000, depending on experience and qualifications. Benefits include health care, retirement benefits; participation in unemployment and worker's compensation and social security.

Supervisor: Executive Director

Supervising: N/A

Location: Des Moines, IA (travel within and outside of the state)

How to Apply: Candidates must email a cover letter and resume to Erica Johnson, Founding Executive Director at ejohnson@iowammj.org with "Fundraising and Communications Position" in the subject line by March 10, 2023.

Deadline: Applicants must send materials by March 10, 2023. Position open until filled.

Organization Summary

Iowa Migrant Movement for Justice (Iowa MMJ) is a statewide membership-based legal service and advocacy organization driven and led by immigrant and refugee voices and united with allies. Iowa MMJ's mission is to build a movement for justice led by immigrants and refugees in Iowa by providing high-quality legal services and community empowerment through organizing. We envision an Iowa that is welcoming and inclusive, where the rights of immigrants and refugees are ensured through access to legal services, their voices are heard and the issues that impact them are addressed.

Summary of Position

The Fundraising and Communications Associate or Director will report to the Executive Director and will work closely with other staff. Iowa MMJ is looking to hire a fundraising and communications professional. This position is responsible for executing fundraising and communications programmatic delivery where approximately 70% of the time would be allocated to fundraising and 30% to communications. This includes designing and managing components of fundraising and communications program and depending on the candidate's level of experience and skill, may include responsibility for the overall design and oversight of fundraising and communications programmatic delivery including planning, executing, growing and tracking a successful fundraising and communications program for Iowa MMJ.

Essential Functions/Responsibilities:

The key responsibilities of the Development Specialist include the following:

- Manage, direct and maintain the fundraising calendar including grant deadlines, writing grants and maintaining relationships with funders and partners.

- Manage and implement individual donor campaigns, annual appeals, online giving days and fundraising events.
- Steward current donors to ensure renewal and identify prospects who can be cultivated to support the organization through sponsorship, unrestricted and programmatic gifts (includes implementation of cultivation and recognition activities/events for sponsors).
- Work closely with other staff to identify, research, and solicit new potential donors.
- Fully utilize the donor management system (PowerBase) including creating regular reports, analyzing donor/donation analytics, oversee donation entry, accuracy of database, donor appreciation and acknowledgement.
- Work with Executive Director, board leadership and/or other staff to support the organization's membership program.
- Manage and direct marketing and communications related to general audience marketing including e-newsletters, social media, USPS mail updates.

Qualifications:

Basic Qualifications:

- Strong commitment to Iowa MMJ's mission, vision and values.
- Passionate about migrant justice with a familiarity with both the complexities and injustices of the U.S. immigration system.
- Demonstrated ability to work in collaboration with diverse groups of people (including people of diverse faiths and ethical/spiritual traditions, races, ethnicities, people with disabilities and LGBTQI people).
- Ability to be flexible and self-directed while working in a high-volume, fast moving work environment.
- Access to reliable transportation and ability to travel statewide and/or to out-of-state events.
- Ability to work some evenings and weekends.
- Demonstrated excellence in verbal and written communication.
- Proven computer skills (Microsoft office platforms, Google Drive) and ability to learn new platforms.
- Demonstrated ability and knowledge of fundraising in the non-profit sector and the philanthropic community in Iowa and/or nationally.
- Demonstrated ability and knowledge of marketing and communications.
- Perceptive, insightful, able to build warm, authentic relationships with others and inspire them to engage with and give to the Iowa MMJ.
- Creative, ability to generate new ideas and put forward a vision.
- Ability to manage development projects and data with close attention to detail, build reliable processes and systems and follow-through with consistency and effectiveness utilizing the technology and platforms of the field.

Preferred Qualifications:

- Experience with social media platforms including Facebook, Twitter and Instagram.
- Ability to effectively communicate in reading and writing in languages in addition to English.
- Strong public speaking ability including ability to speak with the media and decision makers.

Work Environment & Physical Demands:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, occasionally in a communal setting and requires some travel. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. The noise level in the work environment is usually low to moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. This is largely a sedentary role; however, some travel is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.