

Development Director

Position Description

Title: Development Director

Status: Full-Time (40 hours/week)

Compensation: Salary range between t \$54,000-\$65,500, depending on experience and qualifications, and is based on our salary equity matrix. Benefits include health care, dental, vision, basic life, retirement benefits, generous PTO, EAP; participation in unemployment, 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 "Development Director Position" in the subject line by March 22, 2024.

We especially encourage applicants who identify as Black, Latinx, Asian, Native American, and/or LGBTQ+ to apply for this position.

We understand that job requirements sometimes exclude historically marginalized groups, such as BIPOC individuals or those who identify as LGBTQ+, from applying to jobs for which they are qualified. Even if you don't meet 100% of the specific requirements listed below, we encourage you to apply.

Deadline: Applicants must send materials by March 22, 2024. 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 Development Director will report to the Executive Director and will work closely with other staff. This position is responsible for executing fundraising programmatic delivery. This includes managing and oversight of the fundraising program including executing, growing and tracking a successful fundraising program for Iowa MMJ.

Essential Functions/Responsibilities:

The key responsibilities of the Development Director include the following:

- Manage, direct and maintain the fundraising calendar including grant deadlines, write grants and maintain 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 fundraising including e-newsletters, social media, USPS mail updates.

Qualifications:

Basic Qualifications:

- Strong commitment to Iowa MMJ's mission, vision and values.
- 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).
- 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.
- 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.
- Perceptive, insightful, able to build warm, authentic relationships with others and inspire them to engage with and give to 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:

- Passionate about migrant justice with a familiarity with both the complexities and injustices of the U.S. immigration system.
- 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.