



**CHIRLA**  
Coalition for Humane  
Immigrant Rights

## **JOB POSTING**

**POSITION:** Director of Development

**REPORTS TO:** Executive Director

**SALARY:** \$85,000 to \$100,000

**TYPE:** Regular Full-Time

**START:** Immediately upon hire

**LOCATION:** Los Angeles, CA

### **ORGANIZATIONAL MISSION:**

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with the national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinion, and change policies to achieve full human, civil and labor rights. Guided by the power, love, and vision of our community, CHIRLA embraces and drives progressive social change. For over 32 years, CHIRLA's innovative programming in community education, community organizing, legal services, civic engagement, policy and advocacy, and leadership development for workers, parents & youth has served the immigrant communities of the Los Angeles region and throughout California.

### **POSITION DESCRIPTION:**

The Development Director will work closely with the Executive Director and the Associate Director to plan, supervise and execute all of CHIRLA's development-related activities to sustain CHIRLA's growing \$9 million budget.

As a seasoned and data-driven professional and a positive, open, and collaborative leader, the Development Director will lead and oversee special events, an extensive grants portfolio, and a donor relations program, while working closely with CHIRLA's Executive Director, management team and the Development Department's team of four. The successful candidate will respond to the needs of a fast-moving and dynamic organization like CHIRLA. This engaged, team-centered leader is expected to strategically direct annual giving, special events, donor engagement and stewardship, while also focusing on mid-level donor growth, retention, and continue to build upon the pipeline for both grant (public, private & corporate) and donor prospects.

### **DUTIES AND RESPONSIBILITIES:**

#### **Strategy**

- Under the direction of the Executive Director and the Associate Director, create an effective development strategy that meets or exceeds revenue goals, supporting the long-term sustainability of the organization
- Develop strategies to identify and secure significant financial support from individual philanthropists
- Develop strategies to secure foundation, corporate, and government partnerships
- Develop strategies to provide excellent stewardship for new and existing partners
- In partnership with the Executive Director, work with the Board of Directors to develop each of their individual fundraising goals and strategies
- Develop strategies to host development events that raise funds and further build the visibility of CHIRLA

- Deeply understand CHIRLA's work and programmatic needs and build relationships with all the different program department teams to support fundraising efficacy
- Help shape organizational strategy and play a leadership role in implementing CHIRLA's strategic plan as a member of the Management Team
- Hire, manage, coach, and retain a team of high performing development professionals who effectively execute fundraising across different aspects of the development pipeline
- Research and propose new and innovative fundraising techniques and programs with a goal to increase annual revenue and long-term sustainability of the organization
- Integrate development activities with marketing, & communications teams for a united message to CHIRLA community, members, and donors
- Collaborate and work closely with the finance department especially the Associate Director and Director of Finance
- Other duties as assigned

### **Individual Donor Management**

- Develop a revenue growth plan that includes building a major gifts program that drives growth
- Identify, cultivate, and solicit a diverse base of individual donors, with the potential to contribute at a level of \$25,000 or more annually
- Identify major donors' philanthropic interests and oversee the implementation of a major donor stewardship strategy that provides donors an outstanding experience through their charitable investment of time, advocacy, and financial support
- Work with the Executive Director, CHIRLA's development team, and the Board of Directors to identify and capitalize on major gift opportunities
- Serve as a primary development contact for major donors
- Work closely with the ED, development staff, and members of the Board of Directors to cultivate donors and develop new and existing donor relationships
- Maintain donor stewardship and donor recognition program
- Oversee and optimize all giving streams (digital, mail, phone, etc.)

### **Foundation, Corporate and Government Partnerships**

- Manage the identification and cultivation of new corporate, foundation and government partners, understanding their goals and processes and tailoring asks accordingly
- Manage relationships and communication with current corporate, government and foundation supporters, to renew and grow funding and in-kind support
- Manage grant writing deadlines with the Grants Management team to deliver proposals and reports for corporate, foundation and government funders
- Work closely with Executive Director on any funder solicitations for new or renewal grant requests, and funder calls.

### **Board Fundraising**

- Develop strategies to leverage each Board member's individual skills, inspiring them to invest personally in CHIRLA, help them organize events, and actively open doors and fundraise on behalf of CHIRLA
- Draft development materials and reports, and present at Board meetings
- Create stewardship plans and ensure all board members feel their contributions are meaningful and their time is well used
- Under the direction of the Executive Director and national development team, support engagement of Board members to meet and exceed fundraising targets

### **SKILLS AND QUALIFICATIONS:**

- Bachelor's degree required; Master's degree preferred and/or equivalent combination of education and experience

- 7+ years in Development experience including grant portfolio management, donor relations, and special events, ideally working in the immigrant rights or similar progressive change organization
- Proven track record in corporate, foundation, government and major gift fundraising, including closing 5-6 figure gifts
- Proven ability to effectively develop and steward long-term relationships with high net worth individuals
- Demonstrated supervisory experience
- Strong interpersonal skills; Demonstrated skill at building relationships and working with donors toward significant philanthropic outcomes
- Outstanding ability to prioritize, track and execute multiple simultaneous projects in a timely manner; Extremely well-organized and systems oriented
- Advanced knowledge of concepts, principles, and best practices of event planning, including design and organizational production of complex events
- Proven success in managing events at various scales and generating positive outcomes
- Ability to work independently, and as part of a team, under deadlines, without close supervision; self-direction in the initiation, coordination and completion of tasks, acute attention to detail is essential;
- Strong commitment to immigrant rights and social justice

**To apply, send resume and cover letter to: [jobs@chirla.org](mailto:jobs@chirla.org)**

**Subject Line should read: Director of Development**