



## Development Manager

### **Organizational Background:**

VECINA's mission is to empower immigrant justice advocates by mentoring attorneys, educating communities, and mobilizing volunteers. Our primary activities revolve around training and mentoring attorneys and other advocates who are providing pro bono legal assistance to refugees, asylum seekers, and the families and loved ones of unaccompanied immigrant children.

At VECINA we firmly believe that diversity makes the world a better place and brings immeasurable value to our work. People of color, LGBTQ+ individuals, and individuals from diverse backgrounds or immigrant communities are strongly encouraged to apply. VECINA does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, gender, gender identity, sexual orientation, age, or disability.

### **Position Description:**

As part of our growing organization, the Development Manager will be responsible for planning, organizing, and administering development efforts at VECINA. The Development Manager will work closely with the CEO, the Board of Directors, and program leadership to create, enhance, and manage comprehensive development strategies. This includes securing new funding for both general and programmatic projects, as well as maintaining and growing existing support and relationships.

### **Duties:**

- Draft proposals and apply for grants on behalf of the organization.
- Build, manage, and organize our donor database and donor profiles.
- Work with VECINA leadership to create, enhance, and execute fundraising strategies.
- Assist with communications and marketing to VECINA stakeholders via the website, e-newsletter, and social media;
- Create and refine materials and other content for outreach, including examples such as a case for support and annual report.
- Facilitate donor acknowledgement and tax receipts processes.



- Manage grants, reporting, monitoring, and renewals, including drafting grant reports.
- Identifies and researches new opportunities for funding.
- Assist with the planning and execution of events.
- Leads the creation and enhancement of different types of development programs, such as recurring donors, major gifts, end of year campaign, and others.
- Create and lead donor stewardship efforts.
- Assist VECINA staff with logistics, scheduling, and planning related to development.
- Manage compliance and reporting for any grant or program service revenue.
- Monitors trends, news, and announcements in the immigrant justice and philanthropic fields.

**Qualifications:**

- At least two (2) years of experience in the field of development and nonprofit management.
- Commitment to immigrant and social justice.
- Strong attention to detail.
- Good communication skills, including ability to both give and take direction.
- Minimum of a high school diploma/GED or foreign equivalent.
- Ability to work well independently and be a self-starter in a deadline driven environment.
- Strong computer skills, including with data entry in platforms such as Bloomerang, Microsoft Excel, Google Sheets, Airtable, or other management software.
- Ability to read, write, and speak in English is required.

**Work Hours:** This is a full time, 40 hour per week position.

**Location:** This opportunity is remote from within the United States. High speed internet required.

**Compensation:** \$60,000-\$70,000 per year + benefits.

**Term:** This position will be at-will employment.

**Apply:** Please email resume and cover letter to [lindsay@vecina.org](mailto:lindsay@vecina.org) with the subject line “Development Manager Position Application.” We will be unable to respond to applicants who have not followed the instructions.