



JOB ANNOUNCEMENT
DIRECTOR OF PHILANTHROPY
FLORENCE IMMIGRANT AND REFUGEE RIGHTS PROJECT

The Organization

The Florence Immigrant & Refugee Rights Project (www.firrp.org) is the only non-profit organization providing free legal services and social services to the approximately 5,000 men, women, and unaccompanied children detained in Arizona on any given day for immigration removal proceedings. The Project was founded in 1989 and is currently based in Florence, Phoenix, and Tucson. The Project is nationally known for providing high quality legal services and supports initiatives for national change in immigration law and policy through legal advocacy and collaboration. There is no public defender system for immigrants, and our services are more important each day as anti-immigrant policies increase. Our clients are strong, resilient individuals who inspire us every day, including survivors of torture and asylum seekers, children who have been abused, abandoned, or neglected, longtime residents of our communities, members of the LGBTQ community fleeing persecution, and victims of trafficking.

Director of Philanthropy Position

The Florence Project seeks a Director of Philanthropy who will foster a culture of philanthropy within the organization. The Director of Philanthropy leads a team responsible for the full range of advancement activities for the organization, with a primary focus on strategic outreach and stewardship of major donors, foundations, law firms, and corporations. Working directly with the Executive Director, the Director of Philanthropy is responsible for overseeing activities such as annual giving, monthly giving, donor outreach, engagement and recognition, securing sponsorships for events, grant writing, and planned giving. This position may be based in either our Phoenix or Tucson office.

Responsibilities:

- Ensure that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision, and plans.
- Participate with the Executive Director, Staff, and Board of Directors in charting the organization's course in fund development.
- Keep informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector; inform the Executive Director, Board Fund Development Committee, and Board on current trends, issues, problems, and activities in order to facilitate policy making. Recommends policy concerning fund development.
- Help develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain, and motivate donors and fundraising volunteers.
- Help establish performance measures, monitor results, and help the Executive Director, Board Fund Development Committee and Board evaluate the effectiveness of the organization's fund development program.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Ensure establishment of and compliance with the organization's own fund development and philanthropic principles, policies, and procedures.
- Assure stability by creating a working environment that is rewarding to development staff and volunteers.

- Identify, recruit, train, coach, motivate, evaluate, and retain a strong fund development team.
- Appropriately represent the organization, its Board, and Executive Director to donors, prospects, regulators, development committee(s), and fundraising volunteers.
- Design and assure implementation of cost-effective fund development programs, employing economy while maintaining an acceptable level of quality and solid return on investment.
- Execute strategic annual fundraising plans, including establishment of fundraising priorities, goals, budgets and projections, and case for support.
- Manage Board fundraising activities and contributions, and staff the Board Fund Development Committee.
- Manage a portfolio of major donors: Identify, cultivate, solicit, steward, and acknowledge. Engage donors with correspondence, calls, and most importantly, individual face-to-face visits, which may require travel.
- Develop long term strategies for prospective donors and implement them in collaboration with the development team.
- Assure development and writing of foundation, corporate, and government proposals and solicitation materials.
- Proactively seek opportunities to generate new proposals based on foundation guidelines and interests.
- Provide support to the Executive Director in maintaining relationships with high-level individual donors and foundations.
- Develop strong relationships within the community to foster a positive image of the organization and clients.

Primary Relationships:

This position reports to the Executive Director and serves as a part of the senior management team. The position supervises the staff in the fund development department.

- Within the organization, the position has primary relationships with the financial operations, senior management staff, and program staff.
- Outside the organization, the position coordinates with the Board of Directors, fundraising volunteers, donors, and funding sources.
- As a member of the senior management team, this is a high-responsibility position that helps set direction and ensures the health of the organization.

Requirements

- Master's degree or comparable experience required. Minimum of 3 years experience in non-profit development.
- CFRE or similar credentials preferred.
- Must enjoy working in a collaborative, high volume, and energetic work environment and be a flexible team player with a sense of humor.
- Must have outstanding verbal and written communication skills.
- Must be able to juggle multiple tasks, show initiative, and solve problems creatively.
- Must be highly organized with strong attention to detail, and able to complete tasks independently and as part of a team.
- Must have capacity for effective outreach and engagement through personal interaction and public speaking.
- Must have excellent time management and organizations skills.
- Must have ardent support for the Project's mission and a commitment to immigrant rights. Background in social justice or immigrant/refugee rights movements or organizations is a plus. Background in legal or social work fields is a plus.
- Experience with marketing, social media, graphic design, videography, or photography is a plus.
- Occasional travel is required, within the state and nationally.
- Advanced proficiency in written and spoken Spanish is preferred.

Salary and Benefits

This is a full-time, salaried exempt position. Salary is competitive for development positions in our field and geographical area. The Florence Project strives to create and uphold a positive, supportive, and inclusive work environment for staff. We offer excellent benefits, including medical, dental, vision, and basic life insurance, with full premiums paid by the Florence Project. We also provide mileage reimbursement for travel between offices and places of work. After one year of employment, employees are eligible for the employer matching retirement plan. Paid time off includes one personal day each month in addition to fifteen days of vacation and twelve days of sick/medical leave annually, six weeks maternity-paternity leave (up to twelve weeks total, with option to use personal, vacation, and sick paid time off for unpaid portion), and bereavement leave, in addition to observing all federal holidays. After three years of employment with the Florence Project, employees are eligible for an eight week paid sabbatical.

Application Process

This is an immediate opening. To apply, please email a resume, letter of interest, three references, and 1-3 writing samples to jobs@firrp.org. The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, persons with disabilities, and members of under-represented or disadvantaged communities. Applications will be considered on a rolling basis, and we encourage applicants to apply as soon as possible. Only those selected for an interview will be contacted.