



JOB ANNOUNCEMENT
DONOR COMMUNICATIONS COORDINATOR
www.firrp.org

THE ORGANIZATION

The [Florence Immigrant & Refugee Rights Project](http://www.firrp.org) (FIRRP) is the only organization in Arizona that provides free legal and social services to detained immigrants. Immigrants facing deportation do not have the right to a public defender. Without representation, many will lose their case and be sent back to the conditions they are fleeing. For some, this is a death sentence. We strive to address this injustice by increasing representation and pro bono placement for individuals and creating pro empowerment initiatives to assist individuals representing themselves in court. We are nationally known for our legal service delivery systems and materials. Our vision is to ensure that all immigrants facing removal have access to counsel, understand their rights under the law, and are treated fairly and humanely.

POSITION DESCRIPTION DONOR COMMUNICATIONS COORDINATOR

We are seeking a bilingual and self-motivated Donor Communications Coordinator to be a key player in the Development Department. The position will ensure that donors are properly communicated with through donor-centric solicitations and appeals, inspiring cases for support, and tailored proposals for other donor related correspondence. The Donor Communications Coordinator reports to the Development Manager and works in partnership with the Project's Development Team, Communications Manager, Executive Director, staff, and Board of Directors. The position is based in the Tucson office, with possible travel to other Project offices.

Marketing and Communications Publications

- Work in partnership with Communications Manager to produce content for key organization publications including:
 - Donor newsletters, direct mail, weekly e-communications and other donor correspondence as needed.
 - Conduct client interviews (mostly in Spanish) and write their stories in a clear, meaningful, and empowering way.
 - Assist with maintaining FIRRP's photo library to capture and visually represent the vision.
 - Develop video content for use on website and social media accounts.
- Work with development department on donor relation strategies and communications support and inspire significant gifts targeted to mission needs and donor interests.
- Support fundraising efforts by writing strategic, donor centric digital and print appeals for Direct Mail and Annual Fund. Including working with design team and mailing house for publication and distribution.
- Assist with other external and internal communications as needed.
- Measure and report on the effectiveness of communication activities.

Website and Social Media Content: Work with Communications Manager to:

- Maintain organization's social media accounts, including content creation and curation.
- Develop and maintain content for website.
- Update website and add changes as needed.

General Development and Office Work

- Assist with the organization and implementation of Development department events and goals.
- Work with entire Development team to achieve FIRRP's fundraising goals.

Other Duties as assigned.

QUALIFICATIONS

Applicants will have a commitment to immigrant rights, social justice, or human rights issues, and are hard-working team players, and enjoy working in a collaborative, fast-paced, and high volume nonprofit setting. Prior work or internship experience in immigration rights, human rights, criminal justice, or in a nonprofit or legal services setting is a plus. The applicant must have:

- Experience with communications, marketing, social media; graphic design skills and experience a plus;
- Fluency in Spanish language including spoken and written;
- Strong working knowledge of Microsoft Office applications including Excel, Word, and PowerPoint;
- Experience and knowledge of Raiser's Edge or another comparable fundraising database a plus;
- Possess a willingness to wear multiple hats and ability to prioritize;
- Outstanding organizational skills with a strong attention-to-detail;
- Self-starter with a proven ability to take initiative and be a problem solver;
- Team-oriented with strong integrity and professionalism;
- Must be a "people person" and an excellent communicator;
- Proven ability to manage tasks with competing priorities and deadlines, independently determining order of priority and self-initiating other value-added tasks;
- Some travel is required for this position - Must have reliable transportation.

SALARY AND BENEFITS

This is a full-time, salaried non-exempt position. Salary is \$40,000 commensurate with experience. 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 life insurance, with full premiums paid by the Florence Project. We also provide mileage reimbursement for travel between offices and places of work. After two years of employment, staff members 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, four weeks of parental leave (up to twelve weeks total, with option to use personal, vacation, and sick paid time off for unpaid portion), and bereavement leave. The Florence Project observes all federal holidays. After three consecutive years of employment with the Florence Project, staff members are eligible for an eight-week paid sabbatical.

APPLICATION PROCESS

This is an immediate opening. To apply, please click [here](#) or go to: <https://firrp.org/> to complete the application below upload a letter of interest detailing your interest in the position and a resume with 3 professional references. Applications will be considered on a rolling basis, and we encourage applicants to apply as soon as possible. The Florence Project values diversity in the workplace and strongly encourages applications from people of color, LGBTQ individuals, individuals with disabilities, and members of underrepresented communities. Only applicants considered for an interview will be contacted.

This job announcement is for informational purposes only, and is subject to change and modification without notice. This job announcement includes a non-exhaustive list of responsibilities, qualifications and requirements of the position, but does not include the essential job functions of the position.