OUR ORGANIZATION

The Immigrant Law Center of Minnesota (ILCM) is Minnesota’s premier provider of comprehensive immigration legal services to low-income clients of all nationalities. ILCM is a 30-person office with five locations in the State of Minnesota including two Saint Paul offices and offices in Moorhead, Worthington, and Austin. ILCM has been in operation for 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support. ILCM’s annual budget is currently $2.8 million.

OUR MISSION

The mission of ILCM is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to:

- **Remedy legal problems** by providing quality immigration legal services to low-income immigrants and refugees of all nationalities
- **Prevent legal problems** by providing law-related education to immigrants and refugees of all nationalities
- **Raise public awareness** of immigration issues to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical

THE ROLE

The Development Director is a new position at ILCM that will lead the planning and execution of strategies to sustainably grow the organization’s revenues and thereby increase the community impact provided through our legal representation, education, and advocacy programs. The Development Director develops and supports a growing development staff and contractor team that executes on individual giving and institutional giving strategies and provides the infrastructure to support development efforts. The Development Director reports to the Executive Director and is part of the leadership team.

MAJOR RESPONSIBILITIES

**Strategy Development, Planning and Execution**

1. Work with the Executive Director, Development Team, Board Development Committee, and Board of Directors to develop fundraising strategies that align with the organizational mission and organizational goals.
2. Foster the development, implementation and evaluation of a long-term, sustainable development plan.
3. Integrate diversity, equity and inclusion principles into our fundraising approach and work plans.
4. Develop annual goals and plans to reach established growth targets for fundraising.
5. Develop and oversee implementation of long-term and annual work plans.
6. Develop and manage the department’s annual budget.
7. Ensure coordination of development and communications functions to align strategy and messaging.

Development
8. Plan and lead a robust annual and long-term development strategy, including individual, institutional, and governmental funding.
9. Plan and lead cultivation, solicitation, and stewardship initiatives—including major donor and planned giving programs—to ensure ILCM will achieve and surpass its revenue goals.
10. Develop, maintain, and enhance relationships with donors.
11. Develop and execute a plan for use of events to enhance awareness, increase donor engagement/cultivation, and build philanthropic support.
12. Develop and execute plans to promote a culture of philanthropy and gratitude, empowering the entire ILCM team, Board, and volunteers to be involved with donor engagement and stewardship.
13. Ensure effective messaging, case building and language for use in all individual and institutional donor communications.
14. Raise the profile of ILCM among foundations and community leaders in Minnesota and the Upper Midwest and among national foundations focused on immigrants and refugees.
15. Develop and utilize metrics to measure the effectiveness of campaigns and strategies.
16. Oversee grants management, donor acknowledgment, data management, and reconciliation processes and special events.
17. Serve as the principal staff liaison to the Board Development Committee.

Staff Supervision and Leadership
18. Manage and develop the development team, which currently consists of the Grants Officer, Development Associate, Development Assistant, and a contract grant writer, assuring there is an effective structure and staff have the skills, support and resources to fulfill their responsibilities.
19. Build and maintain a high performing staff team.
20. Define clear staff roles and responsibilities and prioritize work assignments to achieve departmental goals.
21. Hire, manage, and evaluate staff according to organizational policies and procedure.
22. Ensure that staff receive adequate training and professional development.
23. Promote a positive working environment through team building and employee appreciation.

General
24. Develop and maintain productive, positive working relationships with other staff members.
25. Maintain a level of flexibility with all staff, offer assistance to others as appropriate.
26. Work effectively and respectfully with individuals of diverse backgrounds.
27. Work within all agency policies, government regulations and the law.
28. Perform other tasks, responsibilities, and special projects as assigned or directed.

QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES
• 5 or more years of career experience in development/fundraising with a preference for experience with major giving.
• 3 or more years of team leadership including supervision, coaching, mentoring, leading and managing organizational change.
• Successful track record in development management, building collaborative relationships with internal and external stakeholders, and cultivating cross-departmental collaborations between development, finance, communications, and program teams.
• Familiarity with emerging fundraising trends and approaches and comfort running with promising ideas, experimenting, and adapting as work progresses and new insights emerge.
• Passion for serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
• Detail-oriented, able to meet deadlines, and manage competing priorities.
• Hold high ethical standards, demonstrate sound judgment and maintain confidentiality.
• Ability to function as an independent contributor and leader.
• Exceptional interpersonal and relationship building skills; ability to collaborate and communicate effectively with staff at all levels across the organization.
• Excellent communications skills, ability to prioritize, negotiate and partner with a variety of internal/external stakeholders.
• Professional aptitude to develop and gain the confidence of staff, volunteers, contractors, Board members, partnering agencies, donors, and stakeholders.
• Technical proficiencies: Microsoft Suite programs; Excel, Word, Outlook, Teams, SharePoint (advanced skills); strong donor software experience (ILCM uses thedatabank and GrantHub).

OUR VALUES
ILCM’s values are grounded in respect for and partnership with our immigrant and refugee clients.

• We bring our full legal passion, dedicated attention and highest quality service to our low-income immigrant and refugee clients and their families.
• We value relationships with the communities we serve and seek to express their full potential and contributions through our work together.
• We work with excellence and integrity.
• We believe in taking action to make immigration systems work for all.

WORKING ENVIRONMENT
At this time, ILCM staff are primarily working remotely as a result of the COVID-19 pandemic. The Development Director will be asked to come into the St. Paul office on occasion to assist with certain tasks, including serving as Supervisor of the Day. Eventually, ILCM expects that staff—including the Development Director—will return to performing at least some work in the office on a regular basis. The Development Director will also be expected to participate in some events away from the office and on nights or weekends, but the circumstances under which such participation will be required will depend on the status of the COVID-19 pandemic.
COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package:

- Annual compensation: $80,000-$90,000 (DOE)
- Benefits:
  - Paid-time-off
  - Health (ILCM currently pays 90% of the employee & dependent portion of premiums and 80% for spouses)
  - Dental (ILCM currently pays 65% of the employee and dependent premiums)
  - Vision (Employee paid)
  - FSA (ILCM currently contributes $500 per year regardless of whether the employee is enrolled in ILCM’s health plan)
  - Life, Short/Long-term Disability Insurance
  - IRA Plan w/employer match of up to 3% of the employee’s compensation
- Please note that all benefits programs are governed by plan documents. In the event of any conflicts, the plan documents will govern.

HOW TO APPLY

Please send a letter of interest, resume, and three references to: oficinalegal@ilcm.org. Deadline to apply is February 14, 2022.

Visit our website at https://www.ilcm.org/ to learn more about our work.

ILCM is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination. ILCM provides equal opportunity to all applicants for employment in accordance with all federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an employee’s race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by law. ILCM is committed to providing all reasonable accommodations required by law to qualified individuals with disabilities who are applicants for employment and/or who are employed at ILCM.