



justice, hope & safety

**Job Announcement
Development Director
December 2024**

The Political Asylum/Immigration Representation Project is the leading provider of *pro bono* representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Development Director

Reports To: Executive Director

Position Status: Full-Time Managerial Position, Exempt

Position Description

As a contributing member of PAIR's Leadership Team, the Development Director will support the overarching mission of the organization by managing PAIR's long and short-term fundraising goals, grants management, donor stewardship, and organizational branding. The Development Director has the primary responsibility for helping to design strategies to drive significant fundraising growth, including the branding and marketing of PAIR, to expand PAIR's funding supply, to plan and execute special events, to assist the PAIR Board and Executive Director with general development and corporate sponsorships, and to provide needed support to grants, foundation relations, and individual donor development. The position is a hybrid work model of both remote work as well as work in the office, which includes on site at partnering stakeholder's place of business (such a major donor or foundation) when necessary.

Primary Responsibilities

- Manage Development Calendar and grants schedule; Draft/review/finalize/submit reports and proposals, prepare attachments/budgets
- Lead donor and funder engagement and communications; Conduct outreach and develop relationships with new stakeholders to increase PAIR's visibility; Coordinate site visits and attend events
- Manage coordination of all PAIR's major fundraising drives, including a wide range of activities for the Annual Appeal, I Make Justice Happen! Campaign, Gala, and special fundraising drives
- Manage donations processing, preparing/sending acknowledgements and invoices, responding to inquiries, monitoring fundraising platforms, resolving issues
- Manage all donor and grants information across platforms; Work with programs around data collection for reporting

- Conduct grant research on outreach of new potential income source to support PAIR operations and legal work
- Support PAIR's marketing and communications by keeping PAIR website up to date, preparing PAIR publications, materials and annual report, social media, graphic design, event/training support, Constant Contact

The Development Director will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:

- Maintaining PAIR's Development Calendar and grant reporting
- Conducting ongoing grant research and writing grant proposals to new prospective funders
- With guidance from the Executive Director, assisting with grant proposals and grant reports to PAIR's core funders
- Supporting existing donor network, including outreach, follow-up and next steps at the direction of the Executive Director
- Supporting logistics of fundraisers including Annual Appeal, I Make Justice Happen! Campaign, and other special events
- Coordinating PAIR's Annual Gala and relevant follow-up
- Developing lead lists of potential donors and following up with these lists
- Advocating for PAIR to funders and during events
- Planning, organizing, implementing, and/or attending special events
- Supporting PAIR public presence including social media and brand design
- Supporting PAIR marketing strategy; designing and preparing PAIR's marketing materials
- Coordinating, with the Executive Director, on Board donor cultivation and fundraising efforts
- Preparing Annual Report
- Maintaining donor database, including maintaining up-to-date donor contact information, recording donations, generating thank you letters, maintaining active mailing lists, generating reports, generating mailing labels, etc.
- Preparing background reports for fundraising meetings attended by Executive Director and PAIR Board of Directors
- Responding to requests for information by mailing or emailing PAIR publications and information or by telephone
- Performing other duties as needed, including duties as part of PAIR's overall staff or as identified by the Executive Director or Board of Directors

Qualifications

Bachelor's degree

At least three-five years of development experience

Massachusetts residency required

Excellent written, oral and interpersonal communication skills

Ease and facility with social media including Facebook, LinkedIn

Excellent attention to detail and accuracy

Large scale event planning experience *preferred*

Ability to multi-task, work independently, take initiative and complete projects on time

Proficiency with computers and in Microsoft Word, Excel, and Google Suite or equivalent

Experience with fundraising platforms/donor/design software, website development and content management, and platforms such Salesforce, Adobe, and Constant Contact *preferred*

Ability to work collaboratively, and preferably prior experience working with individual attorneys, law firms, or service providers
Outstanding leadership skills
Passion for our mission of supporting and empowering refugees and immigrants
Cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population is required
Strong work ethic with a high degree of energy and ability to work in a face-paced, busy, non-profit setting with minimal administrative or technology support
Strong relationship-building and communication skills
Must be able to maintain strict confidentiality regarding all client information and personnel decisions
Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary range is from \$80,000 - \$85,000.

Hours:

40 hours per week, hybrid schedule

Benefits:

PAIR offers generous benefits including health insurance (100% premium covered), dental and vision insurance (50% premium covered), 20 days paid PTO, 10 sick days, 13 paid holidays, summer half day Fridays, 403(b), short & long term disability, Paid Family/Medical Leave through MA DFML, professional development, Employee Assistance Program (EAP), and group life insurance.

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. We encourage all people to apply, including Black, Indigenous, and People of Color (BIPOC), immigrants, people of all gender identities, and LGBTQ+ candidates. Nominations or applications, including a cover letter, resume, and 3 references, should be sent to career@pairproject.org.

Please no inquiries or phone calls. Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.