



Director of Development and Engagement

Location: Hybrid (Beverly, MA) | **Type:** Full-Time | **Salary:** \$80,000 – \$85,000 based on experience.

Open Door Immigration Services (ODIS) is a 501(c)(3) non-profit with a mission to love and serve our immigrant neighbors by providing affordable and no-cost immigration legal services and, together, opening the door to full community engagement.

We are seeking a dynamic **Director of Development and Engagement** to lead our fundraising growth. Reporting directly to the Board President, this leader will blend strategic development with hands-on execution. You will serve as a key liaison to community partners and play a central role in donor communications, event strategy, and Board support.

Role & Responsibilities

Strategic Fundraising & Engagement

- Grow and cultivate a personal portfolio of annual donors and prospects.
- Design and implement fundraising strategies aligned with organizational priorities, including the Annual Appeal and Year-end Giving campaigns.
- Prepare the Annual Report and collaborate with the Board Chair on donor messaging and direct-response programs.
- Represent ODIS at strategic community events; liaise with local publications and partner organizations to increase visibility.
- Utilize Salesforce and DonorSearch to identify and qualify individual and institutional prospects.

Event Management

- Plan and execute donor cultivation and fundraising events from concept to completion.
- Manage vendors, invitations, RSVPs, budget tracking, and "run-of-show" documentation.
- Develop scalable tools, templates, and reporting systems to increase event efficiency.

Development Operations & Data Integrity

- Maintain detailed donor records within Salesforce; create dashboards to track KPIs.
- Ensure accurate, timely gift processing and acknowledgments in reconciliation with the Board Treasurer.
- Provide regular reports on donor acquisition, retention, and appeal performance.
- Supervise and mentor interns or volunteers in advancement operations and research.

Knowledge & Skills

- Deep understanding of best practices in donor stewardship and the non-profit lifecycle.
- Experience working with immigrant communities.
- Exceptional verbal and written skills with the ability to present ODIS's impact compellingly.
- Strong analytical and strategic skills; ability to manage complex, concurrent projects in a results-driven environment.
- Proficiency with Salesforce, MailChimp, Canva, and Microsoft Office suite.
- Working knowledge of planned giving is a significant plus.

Requirements

- Minimum 5 years in non-profit fundraising or a comparable relationship-management field.
- Deeply aligned with the ODIS mission of empowering immigrants and refugees.
- Must pass a CORI and relevant background checks.
- Authorized to work in the U.S. (No sponsorship available).
- Valid driver's license and clean driving record; ability to travel locally and work occasional evenings/weekends for events.

How to Apply

Interested candidates should submit a cover letter and resume to admin@odisma.org

ODIS does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.