



**JOB ANNOUNCEMENT
DEVELOPMENT ASSISTANT**
www.firrp.org

THE ORGANIZATION

The Florence Immigrant & Refugee Rights Project (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 se 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.

DEVELOPMENT ASSISTANT POSITION

We are seeking a bright and self-motivated Development Assistant to be a key player in the Development & Research Department. Your primary duties will be to assist the Project with raising funds to support our programs. This is an immediate opening. The Development Assistant will work under the direct supervision of the Development & Research Director and in partnership with the Project's Executive Director, staff, and Board of Directors. The position may be based in our Phoenix or Tucson office, with regular travel to other Project offices. This position is contingent on funding.

Individual Donor Cultivation:

Support the Development & Research Director with cultivating individual donors by:

- Coordinating donor thank you communications.
- Communicating with supporters and organizing visits with current and prospective donors.
- Organize direct mail appeal letters and newsletter mailings.
- Manage donor database and ensure that donor records are consistent and accurate.
- Maintain an updated donor dashboard as per the needs of the department.
- Update and maintain donor database for mass email communications.

Prospect Research & Major Gifts Portfolio:

Support the Development & Research Director in building a major gifts portfolio by:

- Research current and potential donors to expand the Project's network.
- Perform preliminary research functions on foundations who can collaborate to the work of the Project.
- Maintain development materials for the department and all programmatic staff.
- Maintain the department's calendar.

Other Duties:

- Assist the department with the planning and execution of fundraising and community outreach events.
- Assist with communications to designers and vendors for materials, as requested by the department.

QUALIFICATIONS

We are seeking applicants who have a commitment to immigrant rights, social justice, or human rights issues, and who 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:

- B.A. or B.S. degree or comparable experience required. 1 year experience in non-profit fundraising or project planning experience preferred;
- 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;
- Strong working knowledge of Microsoft Office applications including Excel, Word, and PowerPoint.
- 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;
- Some travel is required for this position - Must have reliable transportation.
- Experience with event planning, marketing, social media, graphic design is a plus;
- Fluency or advanced proficiency in Spanish is also a plus.

SALARY AND BENEFITS

This is a full-time, salaried non-exempt position. Salary is 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 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. 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

To apply, please send a letter of interest, resume, and 3 professional references to jobs@firrp.org with “Development Assistant” in the subject line. 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 under-represented communities. Only applicants considered for an interview will be contacted.