



Honoring our immigrant past.  
Shaping our immigrant future.

**American Immigration Council**

**Chief Development Officer**

Washington D.C., New York, or Bay Area (preferred)



## We Are

The American Immigration Council is a non-profit organization that works to strengthen America by shaping how America thinks about and acts towards immigrants and immigration and by working toward a more fair and just immigration system that opens its doors to those in need of protection and unleashes the energy and skills that immigrants bring.

## Your Role

The Chief Development Officer (CDO) is responsible for establishing, directing, and driving the implementation of strategies designed to develop donors and secure funding and contributions to support the Council. In addition, the CDO is responsible for marketing the organization to individuals, organizations, and corporations who are interested in pragmatic immigration reform.

The CDO will make the connections between the Council's work and the donor's potential interest in funding and for identifying potential donors, ensuring those donors are successfully cultivated, and current donors are properly stewarded. The CDO must be nimble and able to operate in a fast-paced environment, managing changing priorities and taking advantage of all fundraising opportunities. The CDO must be innovative and creative in developing year-over-year funding strategies.

## Essential Job Functions

- The Chief Development Officer will supervise the following staff positions: Deputy Director, Development, Development Manager, and Foundations Manager. The CDO is accountable for total performance management of these positions, including selection, termination, performance reviews, salary administration and career development.
- Create and drive the Council's annual fundraising plan.
- Advise and collaborate with the Executive Director, board members, and staff on current strategies, trends, obstacles, and opportunities in revenue generation and donor relations.
- Establish and implement short and long-range resource development strategies, goals, and objectives.
- Collaborate with the Executive Director, Senior Staff, and the Council's board of directors to carry out the necessary cultivation of new donors, stewardship of current donors, and the necessary fundraising asks to ensure the success of the fundraising plan.
- Plan all fundraising events and ensure they generate a positive return on investment.
- Collaborate with the Executive Director and senior staff in crafting communications to cultivate and steward donors.
- Responsible for all fundraising to include individual, large individual donations, grants, foundations, American Immigration Lawyers Association (AILA) Chapter, and corporate support. In addition, this role will build a grassroots funding base and develop a membership program.
- Manage the Honoree Selection Committee in identifying and inviting honorees that represent the mission of the Council.
- Work with the board of directors to identify their role in contributing to the Council's development and success.

## Requirements

### Required Education and Training

Bachelor's Degree.

### Minimum Job Requirements

To perform successfully in this role, incumbent should possess skills identified below:

- A strong commitment to the Council's mission.
- At least 7 years of relevant fundraising experience, prior demonstrated leadership, and staff management experience.
- Ability to develop and manage a strategic plan with multiple projects and deadlines.
- Proven ability to manage a high performing team.
- Advanced proficiency at using a fundraising database.
- Ability to build grassroots funding plans.

## Our Workplace

We offer an extremely generous total compensation package (salary and benefits). The salary for this role begins at \$150K, depending on experience. You will start with 5 weeks of paid time-off, which includes vacation and personal days as well as floating holidays, plus paid sick leave to care for yourself or a family member, paid parental leave, and paid holidays. We also offer a 3% match on retirement funds, life insurance, short-term and long-disability. Our staff enjoys the choice of working from the office at their convenience or working fully remote. Benefits include – medical, dental, vision, 401k with employer match, monthly transit subsidy, flexible work schedules, and many more exciting benefit programs.

## Your Colleagues

- Dedicated, dynamic, collaborative, and compassionate.
- A community of individuals passionate about their work.

*The American Immigration Council ("Council") is an equal opportunity employer, and is committed to treating all applicants and employees without regard to unlawful considerations of race, religious creed, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (cancer or genetic characteristics), genetic information, military and veterans status, citizenship and immigration status, or any other classification protected by applicable local, state, or federal laws. This equal employment opportunity commitment applies to all aspects of employment, including but not limited to, advertising, recruiting, hiring, job assignment, compensation, promotion, demotion, benefits, training, discipline, and termination.*

*The Council believes that diversity is a strength. The Council is committed to being a safe, respectful, and inclusive space, where a broad range of viewpoints and experiences are encouraged and every member of its staff and board is given the opportunity to thrive.*

To apply to this position, please click [HERE](#).

