

**Title:** Development Director

**Education/Qualifications:**

BA (required) MA (a plus) with a minimum of five years' professional development fundraising experience

**Salary:** 60-65K

**Location:** Atlanta, GA

**Type:** Full-Time Position/Exempt

**Job Description**

The Georgia Asylum & Immigration Network (GAIN), is a respected and award winning nonprofit organization that provides *free legal representation in immigration matters to victims of crime and persecution*. We are seeking a dynamic creative and organized Development Director to spearhead GAIN's ongoing fundraising efforts as we continue to expand and grow. This is an exciting and new position with the organization and the opportunity to make a great impact for a young non-profit is tremendous.

The Development Director will have the opportunity to plan, organize and direct all of GAIN's fundraising initiatives, including the major gifts program, grant management, donor relations and special events, such as GAIN's annual Gala and other fundraising campaigns. The Development Director works closely with the Executive Director and the Board of Directors in all fundraising endeavors.

This is a *very unique* opportunity for a dedicated, creative and passionate individual who is committed to the human rights issues that affect the vulnerable immigrant community and thrives in a challenging and collaborative work environment.

**Responsibilities Include**

Overall Duties

Create, manage, implement and evaluate annual fundraising plan consistent with our newly completed five-year strategic plan.

Work with Board of Directors, Executive Director and the Office and Development Coordinator to plan and implement all fundraising initiatives, including major gifts program and management of grants, while focusing on sustainable gifts from individual donors, law firms, corporations and foundations through GAIN's annual gala and other major donor solicitation events.

Work closely with GAIN's Executive Director, GAIN Board Finance Committee, Auditor (if applicable) and Accountant on budget planning and the implementation of strategies to sustain and grow budget as needed and maintain accuracy of financial records to be distributed at GAIN Board meetings.

**GAIN**

PO Box 78425  
Atlanta, GA 30357

P (678)-335-6040  
info@georgiaasylum.org

Visit: [Georgiaasylum.org](http://Georgiaasylum.org)

This position will report to accountant and funders but will not be responsible for financial reporting to the Board of Directors.

Identify new revenue streams for GAIN and develop strategies for engagement with the Executive Director.

Collaborate with the Executive Director and Office and Development Coordinator to create marketing and informational materials about GAIN to highlight our accomplishments.

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*Major Gifts Program*

Create and sustain a major gifts program including identification, cultivation and solicitation of major donors.

*Grant Solicitation and Management*

Draft letters of interest or inquires and proposals to ensure a high quality, consistent voice to donor prospects that reflects GAIN's core values. Ensure prompt and accurate grant reporting to funder, if needed.

Work with Executive Director, Program Coordinator and staff, as well as occasionally other allied organizations, to develop compelling foundation and government proposals and ensure timely reporting to foundations and funders.

*Donor Relations*

Retain current donors and expand our individual donor base to fuel the expansion of the organization and oversee fundraising materials, such as annual appeal letters and annual report

Track existing and potential donors in donor database and work with applicable staff to use software effectively and efficiently by providing technical training and support. Track comprehensive donor profiles, document correspondence and other relevant donor information and run reports as needed to analyze GAIN's donors quarterly, annually, and as needed.

*Annual Gala and Other Initiatives*

Work with GAIN's Executive Director, Office and Development Coordinator, GAIN Board Annual Fundraising Committee and Event Planner to exceed financial goal for annual gala, including securing event sponsors and creatively constructing innovative ways to fundraise throughout the event.

**Additional Qualifications**

This position requires a strong commitment to social justice issues and the mission of GAIN. It also requires a very high level of organization, leadership, a strong work ethic, the ability to manage and prioritize tasks and excellent attention to detail. The ability to work collaboratively, communicate effectively and problem solve is necessary. Excellent leadership, management, teamwork



and decision-making skills are also crucial to this position. Experience in fundraising and marketing is helpful with a demonstrated record of success in writing grant proposals for various audiences. Experience in making donor pictures, budget creation and excellent writing skills is valued.

To learn more about GAIN, please visit us at [www.georgiaasylum.org](http://www.georgiaasylum.org)

**How to Apply:**

To apply for this position, please email cover letter and resume to Mikaela Houghton at [mhoughton@georgiaasylum.org](mailto:mhoughton@georgiaasylum.org). Please apply by February 28, 2018.

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