



Creating pathways to new beginnings.

Director of Development  
February 27, 2020

## **Summary**

The Rian Immigrant Center seeks a Director of Development to manage, plan and implement our comprehensive fundraising program with initiatives including the cultivation, solicitation, and stewardship of major gifts, corporate sponsorship, foundation funding, government grants, direct mail and online appeals. The Director of Development will lead a team of two full-time staff, an intern, serve on the leadership team, and work closely with board members and other external advisors.

Specific duties include

### **Corporate Sponsorship and Major Gifts**

- Manage a portfolio of individual major gift donors, and lead cultivation, solicitation, and stewardship efforts, in conjunction with the Executive Director.
- Lead the systematic identification, cultivation, solicitation and stewardship of a robust portfolio of corporate and individual event sponsors, including work with board, event fundraising committee, and honorees to identify and cultivate new individual, corporate and foundation donors.
- Document and maintain records of email, phone, and in-person donor communications.

### **Strategy and Leadership:**

- Supervise development team members in their individual deliverables, including operations, appeals and campaigns, special events, and foundation funding.
- Ensure operations best-practices, including accurate and timely gift processing, donor contact, and regular reconciliation between Development and Finance teams.
- Work with Program Directors to foster cross-department coordination and collaboration on donor engagement and communications.
- Work with senior leadership team to shape and implement a comprehensive fundraising plan to meet strategic organizational goals, and regularly monitor and report on progress.
- Lead the Development sub-committee of the Board of Directors.

### **Donor Event Management:**



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- Plan and coordinate of the center's annual *Solas Awards Gala*, which currently generates approximately 30% of overall annual revenue.
- Oversee communications with guests and sponsoring companies on visibility, event details, and payment logistics.
- In conjunction with the Center's Deputy Director, oversee event logistics, including coordination with venue, AV, photographers, entertainment, and other details as needed.
- Coordinate donor events as required.

## Qualifications

- A commitment to the overall mission and values of IIC, previous experience working with immigrant communities a plus.
- Experience in building and managing a portfolio of individual, corporate, and/or foundation donors.
- Experience securing major gifts and in stewardship.
- Experience coordinating major fundraising events and communications.
- 5 years of progressive development experience including supervision of staff.
- Excellent diplomacy, verbal and written communication skills, time management, and attention to detail
- Willingness and ability to work occasional evenings.
- Proven relationship-building skills with a record of working effectively collaborative and team-based settings.
- Ability to handle sensitive and confidential matters with the highest level of discretion.
- Proficient in Microsoft Office, and fundraising database management.

**Status:** Exempt employee position. Full time. Reports to: Executive Director

**How to Apply:** Please send a cover letter and resume to [career@riancenter.org](mailto:career@riancenter.org)

The IIC is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

## About The Rian Immigrant Center:

The Rian Immigrant Center provides a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, wellness and educational support immigrants need to gain stability, security, and build pathways to success. In addition to our services, rooted in the Irish tradition of welcoming others and social justice, we help newcomers find community,



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and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. The Rian Immigrant Center was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.

### **Working at Rian**

Our staff of thirty, immigration attorneys, social workers, educators, youth workers and others bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes health benefits, 20 vacation days, 14 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.