

Job Description

Development Coordinator



TITLE: Development Coordinator
REPORTS TO: Co-Executive Directors
TYPE OF POSITION: Full-time
OFFICE LOCATION: Austin, Texas
FLSA STATUS: Exempt

ORGANIZATION INFORMATION

American Gateways works to champion the dignity and human rights of immigrants, refugees, and survivors of persecution, torture, conflict and human trafficking through exceptional immigration legal services at no or low cost, education, and advocacy. Founded in 1987 as the Political Asylum Project of Austin, today American Gateways is among the most effective and efficient non-profit providers of immigration legal services in the region.

Our clients are asylum seekers, victims of human trafficking, victims of family violence, long-term residents facing deportation, and undocumented youth. Whether fleeing civil war in their home country, an abusive spouse in the United States or the degradation of human trafficking—American Gateways provides free or low cost direct legal representation, education and consultation to hundreds of immigrants throughout 23 counties in Central Texas from our three offices in Austin, San Antonio and Waco. Women, men, and families from nearly 70 different countries were served by American Gateways last year.

SUMMARY DESCRIPTION:

The development coordinator will manage fundraising and stewardship to support AG's work of providing high quality immigration legal services to low-income immigrants throughout Central Texas. Responsibilities includes the annual review, creation, and implementation of a comprehensive development plan along with the Co-EDs and Development Team. This includes community events, and foundation solicitation and assisting with individual and corporate contributions. The Development Coordinator will also be responsible for maintaining donor stewardship, managing the donor database and private foundation solicitation and reporting. The position also requires the supervision and management of the Development Associate and other Development team members. They will work closely with the Pro Bono, Volunteer, and Communications programs to assure a strong coordinated approach to all the organization's programs.

MAJOR DUTIES AND RESPONSIBILITIES

The Development Coordinator will be responsible with the co-Executive Directors, for the annual creation, review, and implementation of a comprehensive development program including the following:

- Assist in designing, implementing, reviewing, and tracking a comprehensive fund development plan
- Supervise and manage Development Associate and other Development Team members
- Assist in cultivation and solicitation of individual and corporate contributions
- Ensure appropriate donor stewardship
- Maintain all development documentation, data, donation acknowledgement letters, receipts, and reports

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- Work with event personnel to assure successful fundraising and community events
- Manage & maintain databases and reports for all fundraising activities
- Coordinate the solicitation of private foundation grants
- Track and prepare reports for private foundation grants
- Coordinate with the Pro Bono and Volunteer Programs to assure appropriate solicitation and recognition of these volunteers.
- Coordinate with the Communications Program as appropriate
- Support special events and fundraising opportunities in each of AG's offices
- Serve as the staff & community liaison for development related matters
- Other duties as needed

REQUIRED QUALIFICATIONS, WORK EXPERIENCE and SKILLS:

- Passion and dedication to the mission of American Gateways
- Five years of experience in development activities
- Proven ability to develop and implement fundraising plans
- A successful history of high-level, high-return fundraising including solicitation and management of foundation grants
- Ability to comprehend and analyze financial and statistical data and budgets
- Experience with individual and event fundraising
- Experience with donor stewardship
- Excellent written and oral communication skills, including public speaking
- Excellent interpersonal skills
- Ability to work independently
- Creative problem solver
- Excellent organizational skills and attention to detail

REQUIRED EDUCATION:

- BA from an accredited university

PREFERRED EXPERIENCE:

- Experience with non-profit fundraising program
- Ability to work with budgets and tracking outcomes
- Familiarity in working with donor databases
- Proficiency in any other language
- Experience with culturally diverse individuals and organizations
- Ability to work with collaboratively
- Experience working with board of directors and highly skilled volunteers

Frequent in-state travel required.

How to Apply

Please send cover letter, resume, and three references to americangateways@gmail.com.