



## DEPUTY DIRECTOR FOR ADVANCEMENT

*"PIRC is the link, it is the hope, it is the light that guides immigrants to safety."*

*-Michele Pistone, Villanova Law Director of Clinic for Asylum, Refugee, and Emigrant Services*

### POSITION DESCRIPTION

The Pennsylvania Immigration Resource Center (PIRC), a non-profit agency that serves vulnerable immigrants through free legal services, education, and advocacy, is seeking a **Deputy Director for Advancement** to build organizational sustainability and contribute to the strategic growth of the mission. Have you inspired people to help a cause you believe in? Have you grown the financial foundation of an organization that makes a difference in your community? This senior leadership position has a range of responsibilities including strategic planning, development activities, grant management, communications, and donor relations. This position reports to the Executive Director.

### JOB PURPOSE AND ACTIVITIES

- Responsible for annual development plan, establishing strategy and priorities for grants and fundraising activities; set the annual development calendar and net revenue goals.
- Lead all donor engagement activities, including digital communications, annual appeal; donor retention plan; and donor database management.
- Develop and implement marketing and communication plans including public relations, annual report, digital communications, and social media.
- Manage existing grant portfolio, maintaining a calendar of grant applications and reports; prepare and submit grant applications in partnership with Executive Director; perform prospect research to evaluate potential for corporate and foundation grants.
- Submit quarterly fiscal grant reports; work with Executive Director to review and approve monthly program cost allocation reports.
- Work in partnership with Executive Director and senior team to advance the strategic plan. Provide regular reports for the Board and Executive Director regarding fundraising progress and prospects.
- Manage the operations and fiscal performance of fund development activities including creating project plans and annual budgets.
- Make presentations to potential donors, service organizations, corporations, and stakeholders to promote community relationships and increase visibility.
- Take on assigned duties of the Executive Director when they are absent, traveling or unavailable.
- Other tasks as assigned.

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree; master's degree or equivalent is preferred
- 5+ years leading successful non-profit fundraising experience, with a proven and consistent record of raising philanthropic funds and donor acquisitions; including exposure to a mix of fundraising activities
- Minimum 3 years grant writing experience with solid oral and written

communication skills; ability to write clear, structured, articulate, and persuasive proposals

- Strong fiscal management skills including budgeting and projecting fund development income and expenses
- Deep knowledge of fundraising techniques and strategies
- Demonstrated leadership of successful fundraising campaigns
- Commitment to PIRC's mission, immigration issues and legal services
- Knowledge of the south-central Pennsylvania philanthropic community a plus
- Initiative, drive, entrepreneurial acumen, planning and evaluation skills

#### TYPE

Full-time position; 40 hours per week

#### LOCATION

York, PA

*Relocation Assistance is available through PIRC for those willing to relocate to help us advance our mission!*

#### ABOUT YORK

*Historic York County, located in the Susquehanna River Valley of South-Central Pennsylvania, is a short drive from Lancaster, Harrisburg, and Baltimore, and within easy access to Philadelphia, Washington, D.C., Pittsburgh and New York City. With its low-cost living, the Susquehanna River Valley offers a quality of life, with [Harrisburg and Lancaster ranking](#) in the top 20 places to live in the U.S. More information can be found [here](#) and information about Lancaster County [here](#).*

#### WHY PIRC

*For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.*

*The staff at PIRC is its greatest strength. At PIRC, staff work in a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package including medical, dental and vision insurance, simple IRA with employer match, life insurance, generous paid leave and flexible policies reflecting the organization's commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.*

#### TO APPLY

Please send a cover letter, resume, three references and a brief writing sample to Jessica Snyder, Office Manager, at [jsnyder@pirclaw.org](mailto:jsnyder@pirclaw.org) or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

Applications will be accepted on a rolling basis until November 30, 2018 or until the position is filled. **Early submission highly encouraged.** The Hiring Committee will begin screening resumes upon receipt.

*PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or citizenship.*

