



## Development Coordinator

---

### OUR ORGANIZATION

The Immigrant Law Center of Minnesota (ILCM) is Minnesota's premier provider of comprehensive immigration legal services to low-income clients of all nationalities. ILCM is a 37-person office with five locations in the State of Minnesota (including two Saint Paul offices and offices in Moorhead, Worthington, Austin), and one location in North Dakota. ILCM has been in operation for over 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support. ILCM's annual budget is currently \$3.7 million.

### OUR MISSION

The mission of ILCM is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to:

- Remedy legal problems by providing quality immigration legal services to low-income immigrants and refugees of all nationalities
- Prevent legal problems by providing law-related education to immigrants and refugees of all nationalities
- Raise public awareness of immigration issues to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical

ILCM is a 37-person office with five locations in the State of Minnesota (including two Saint Paul offices and offices in Moorhead, Worthington, Austin), and one location in North Dakota. ILCM has been in operation for over 25 years, and is funded through individual, law firm, corporate, United Way, foundation, and local, state, and federal government support.

---

### THE ROLE

**Job Title:** Development Coordinator

**Location:** Flexible work environment with remote, hybrid, and in-office options

**Type:** Full-time/37.5 hours per week

## PRIMARY DUTIES AND RESPONSIBILITIES:

The Development Coordinator is an integral part of ILCM's Development Team, which is responsible for developing and implementing a development strategy to support an annual budget of approximately \$3,700,000. The Development Coordinator will focus on individual giving campaigns, special events, donor acknowledgement, database coordination, gift reconciliations, and data tracking for evaluation purposes. The Development Coordinator will be part of a Development Team comprised of the Executive Director, Development Director, Grants Officer, Development Coordinator, and the development committee of the Board of Directors.

## MAJOR RESPONSIBILITIES

- Support individual donor campaigns including development of written content, distribution lists, mailings, and other general support.
- Support and manage special fundraising (in-person and virtual) events such as house parties, film screenings, and a larger fundraising event.
- Create and maintain donor accounts including gift entry, donor contacts, and demographics.
- Process donor acknowledgments and correspondences in conjunction.
- Perform monthly and weekly reconciliations of development activity with the financial systems.
- Engage in donor and prospect research, both individual and foundation.
- Assist with analysis of data and donor prospecting.

## QUALIFICATIONS | KNOWLEDGE, SKILLS & ABILITIES

- Associate's/Bachelor's degree in related field, or at least one year of experience in a nonprofit.
- Data entry and/or development experience preferred. Event management experience a plus.
- Passion for serving the low-income immigrant and refugee community and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
- Excellent oral, listening, and written communication skills, including excellent grammar and proofreading abilities.
- Strong organizational skills and attention to detail in order to manage multiple projects concurrently, and to meet deadlines.
- Ability to work constructively with others, possess good judgment, learn quickly, and work well independently and under pressure—as well as in collaboration with other staff and with other organizations.
- Working knowledge of Microsoft Office Suite programs. Database experience preferred.

## OUR VALUES

ILCM's values are grounded in respect for and partnership with our immigrant and refugee clients.

- **We** bring our full legal passion, dedicated attention and highest quality service to our low-income immigrant and refugee clients and their families.
- **We** value relationships with the communities we serve and seek to express their full potential and contributions through our work together.
- **We** work with excellence and integrity.
- **We** believe in taking action to make immigration systems work for all.

## COMPENSATION & BENEFITS

ILCM is proud to offer a competitive compensation package:

- Hourly compensation: \$24-\$26 (DOE)

Benefits:

- Paid- time-off including most major Holidays.
- Health (ILCM currently pays 90% of the employee & dependent portion of premiums and 80% for spouses/domestic partners).
- Dental (ILCM currently pays 65% of the employee and dependent premiums).
- Vision (Employee paid).
- FSA (ILCM currently contributes \$500 per year regardless of whether the employee is enrolled in ILCM's health plan)
- Life, Short/Long-term Disability Insurance
- IRA Plan w/employer match of up to 3% of the employee's compensation
- Remote connectivity stipend of \$50/month

Please note that all benefits programs are governed by plan documents. In the event of any conflicts, the plan documents will govern.

## HOW TO APPLY

Please send a letter of interest, resume and writing sample that showcases ability to communicate effectively, preferably to a donor audience to: [hr@ilcm.org](mailto:hr@ilcm.org). Open until filled. Qualified candidates will be contacted on a rolling basis for an initial screening call and will be offered more information on the rest of the process then.

Not sure you meet all the qualifications? Let us decide! Research shows that members of under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We are committed to creating a diverse and inclusive environment and strongly encourage you to apply.

For more information, please visit our website: <https://www.ilcm.org/>

*ILCM is an equal opportunity employer and is committed to providing a work environment that is free from harassment and discrimination. ILCM provides equal opportunity to all applicants for employment in accordance with all federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an employee's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by law. ILCM is committed to providing all reasonable accommodations required by law to qualified individuals with disabilities who are applicants for employment and/or who are employed at ILCM.*