ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (ILC) welcomes immigrants into our communities by providing high-quality legal services, education, and advocacy. ILC is an affiliate of the national Justice For Our Neighbors network.

ILC is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, sexual orientation, age, or disability.

POSITION DESCRIPTION: ILC’s Development & Communications Coordinator is an integral part of ILC’s development and communications team. This position works with the Director of Development & Communication to develop and implements ILC’s communications and development plans to strengthen our position as a thought leader for immigration in Nebraska and Southwest Iowa, and growing contributed revenue from individuals, foundations, and institutions. The Coordinator supports all communication and development efforts with responsibilities related to planning and execution of ILC events; ensuring donor information is properly tracked and gifts are acknowledged in a timely manner; and creating high-quality print and electronic communication material.

The ideal candidate is a self-starter with the confidence and focus to meet deadlines. Broad experience in communications including fundraising events, video and print production, graphic design, and website/social media management is required. Experience developing content that helps build nonprofit brand recognition and engagement with our primary audiences is preferred.

MAJOR DUTIES OF THE POSITION:

Communications:

- Draft compelling communications, including donor appeals, brochures, website content, social media posts, and videos. Design promotional fliers and brochures.
- Produce eNewsletter, update and maintain website, and calendar and post social media content.
- Work with program staff to collect and distill examples of ILC’s impact for use in a variety of communications including newsletters, appeals, website content, video, blog and social media posts.
- Work with legal staff to respond to immigration news and updates quickly and ensure all communications contain accurate legal information in language appropriate for a range of audiences.
- Assist with editorial review of printed and electronic materials to ensure accuracy: brochures, event invitations, email blasts, social media posts, etc.
• Photograph staff activities and special events.

**Donor Relations and Development Support:**

- Accurately maintain donor and gift information in donor database (GiftWorks)
- Implement and manage the thank you process.
- Produce reports to support donation process and financial reconciliation
- Assist in the preparation of donor solicitations
- Manage production of print and electronic appeals in-house or through external vendors
- Create and update prospect lists
- Schedule meetings, take minutes, and distribute.

**Events**

- Support annual fundraiser planning and execution and other smaller fundraising and/or outreach events.
- Support event details (tickets, nametags, etc.) and logistics
- Respond to inquiries and requests from event chairs and host committee members
- Handle post-event details, including data entry and producing acknowledgements

Performs other duties as required.

**QUALIFICATIONS:**

- Commitment to ILC mission and familiarity with immigration legal services, education and advocacy.
- Bachelor’s degree in journalism, communications, marketing, public relations, or related fields; associate degree with commensurate experience will be considered.
- Ability to drive work forward independently while working in a fast-paced setting.
- Well-developed organizational skills with the ability to multi-task, be detail oriented, and work well under pressure.
- Skilled in social media communications (Facebook, Twitter, Instagram, LinkedIn, social media scheduling function, etc.).
- Graphic design skills (samples required for interview).
- Skilled in the usage of Adobe Creative Cloud and Microsoft Office software package, particularly Word, Excel, and PowerPoint.
- Maintain confidentiality and communicate tactfully with staff and agency stakeholders.
- Experience with Giftworks or other donor software or ability to learn to input donor information and generate relevant information reports preferred
- Bilingual. Fluent in English and Spanish, preferred.

**COMPENSATION**

- Salary is based on experience.
- Medical, dental, and vision insurance and 403b retirement plan included.

**APPLICATION**

- Include in application: resume, cover letter, references, and work samples.
- Submit application to Cailan Franz at cailan@immigrantlc.org