



Development Manager

Position: Development Manager

Employee of: Community Partners (fiscal sponsor)

Reports to: Executive Director

Hours and Compensation: This is a full-time exempt position, compensated at \$66,560

Status: Exempt position

Who We Are: ÓRALE is building and sustaining a thriving immigrant-led movement to end the criminalization of immigrants and secure bold protections and opportunities that allow immigrant communities to thrive.

Recent Accomplishments:

- UndocuFundLBC- distributed over 1 million dollars in direct financial aid to undocumented families affected by COVID-19.
- Long Beach Justice Fund- advocated for and won the implementation of universal representation in the city of Long Beach.
- Long Beach Liberation Fund- provided immigrant families with the bail to free their loved ones from Adelanto Detention Center.
- COVID-19 Relief Work- provided immigrant communities with real-time, on-the ground resource connection, culturally sound and cohesive Covid-19 education in Spanish regarding testing, vaccination, and booster information.

What We Do:

- ÓRALE supports the leadership development of immigrant leaders through political education, leadership programs, wellness resources, and shared advocacy.
- ÓRALE advocates and organizes to transform the systems and power structures (i.e. laws, budgets and policies) that impact our community.
- ÓRALE is a regional hub for information, services, and resources for the immigrant community.
- ÓRALE builds partnerships and is an integral force in local, state, and national coalitions that are advancing intersectional movements for justice.

Position Summary:

The Development Manager will play a critical role in ÓRALE's fundraising efforts, contributing to a sustainable and thriving organization. The ideal candidate is a skilled fundraiser who has creative ideas about development for a growing nonprofit. They will have demonstrated success in a development role, including a track record of securing foundation grants, sponsorships, and/or individual major gifts. They are highly organized and have a demonstrated ability to manage multiple projects simultaneously, at times under tight deadlines. The Development Manager is an excellent writer, clear communicator, and relationship builder who is committed to ÓRALE's mission.

What you'll do:

Foundations Work

- Lead development processes, philanthropic research, and potential opportunities
- Collaborate with the communications team to develop a digital fundraising strategy
- Write grant proposals, reports, acknowledgment emails and letters of inquiry
- Manage ÓRALE's foundation grants and ensure reporting deadlines are met
- Ensure compliance by the organization of terms stipulated in the grant award
- Develop and manage reporting and grants systems
- Identify and analyze trends in foundation funding in relevant issue areas
- Work closely with the Executive Director and Associate Director to establish new and deepen existing foundation relationships

Individual Giving

- In collaboration with the Executive Director, develop a fundraising plan that includes donor segmentation, objectives for individual, corporate, and institutional fundraising and success metrics, identification of staff and board members who will be actively involved in fundraising and definition of roles, targets and fundraising goals
- Manage and personally engage in solicitation and stewardship activities in collaboration with the Executive Director, other staff, and members of the Board
- Develop and lead a plan for growing individual giving, including deepening engagement of monthly and annual supporters through thoughtful relationship building, stewardship, and digital engagement
- Develop a strategy and calendar for donor events for both large and small donors
- Build relationships with individual donors and community partners
- Establish, implement, and monitor rigorous approach to donor tracking and cultivation
- Manage direct solicitations and individual appeals

- Write donor updates and stewardship materials

Other

- Support Executive Director to advance Board engagement in fundraising
- Act as liaison to board committees that support development
- Lead special events that boost institutional and individual fundraising efforts, including galas, openings, corporate and private gatherings, and events celebrating contributions of various donor groups and marking special milestones for ÓRALE
- Develop and implement a comprehensive and strategic annual development plan designed to reach established revenue goals
- Maintain donor database records and create relevant reports
- Supervise development staff and volunteers, when applicable
- Actively engage the Board in support of annual fundraising goals and activities, and leverage their relationships with institutional and individual Donors
- Work closely with ÓRALE's program team to stay informed about ÓRALE's campaign efforts and victories
- Partake in media interviews and organization social media efforts to elevate ORALE's mission.
- Support other development and organizational functions as needed, including ÓRALE's art initiatives
- Attend all staff and organizational meetings

Desired Qualifications:

- Demonstrated commitment to ÓRALE mission and values
- Exceptional writer, storyteller, and communicator skilled in analyzing, breaking down, and communicating complex ideas in ways that inspire others to action
- Strong interpersonal, problem-solving, and communication skills
- Experience writing foundation grant proposals and reports
- Excellent organizational skills, strong attention to detail, and ability to meet deadlines
- Able to compellingly articulate the mission, programs and stories of our organization in writing.
- Minimum of two years of experience securing financial support for mission driven nonprofits from a variety of sources, including foundations, individual donors, major donors, or members
- Knowledge of donor software
- Excellent relationship-building skills with diverse stakeholders, including funders, organizational leaders, and team members
- Knowledge of the regional/state funding landscape
- Experience with and interest in issues of immigrant rights and/or racial equity

- Bilingual, a plus
- Access to reliable transportation.
- Work authorization required. DACA recipients are encouraged to apply
- A creative problem-solver who knows when to act independently yet consults the senior management team when necessary and well in advance of crisis situations with foresight and integrity.

Physical Demands

- Able to work on a computer, including sitting at a desk, for extended periods of time with or without reasonable accommodation.
- Able to lift objects weighing up to 20 pounds.
- Able to stand, kneel or reach occasionally
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Currently, ORALE staff are working hybrid in the ongoing COVID-19 pandemic. This position will be required to be at the office two days a week in person. The position will be located in Long Beach, California.

Travel

- Travel within California may be required.
- Travel within the US may be required.
- Overnight travel may be required.

Why join the ÓRALE team?

- We offer generous health benefits, salaries, 403b retirement options, and a monthly cell phone stipend to all staff.
- Clear community focus: Our team gets to work with dedicated and growing community membership committed to the abolition of immigration detention and nurture immigrant leadership in our community.
- You'll be working with directly impacted staff who are dedicated and passionate about advocating for immigrant rights.
- ORALE will pay DACA renewals for impacted staff members.
- Every other Friday off to allow our team to recharge
- 11 paid Holidays, 2 Floating Holidays, Cumulative Vacation Time, Sick days; plus we are closed 3 weeks in December and one in the summer.

How to apply: Email a writing sample (this can be a presentation/paper you've created for a workshop) or send a video detailing your work experience and the relevance to this position. Send a resume, a cover letter, and contact information for two people who are familiar with your work, experience, and character.

Send materials to: maribel@orale.org. Review of materials will begin on February 15, 2024. Job will remain open until filled.

If you are selected for an interview, our team will contact you directly.

Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. We welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.