



FUNDRAISING ASSISTANT

Job Description

The **Florida Immigrant Coalition (FLIC)** is a social movement alliance whose mission is to amplify the power of immigrant communities to impact the root causes of inequality, defending and protecting basic human rights, including the right to labor, live and love without fear. FLIC anchors the immigrant rights movement in the peninsula, engaging dozens of organizational members for local, state and federal efforts that help reclaim governance, build a “bigger we” and shift consciousness.

Job Summary:

The Fundraiser will assist the Director of Development by pursuing funding from a variety of sources, participating in fundraising drives, and preparing grant proposals. Candidates should be mission driven and comfortable with achieving a \$150,000 individual fundraising goal per year.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Under the supervision of the Director of Development, develops and maintains financial objectives and fundraising policies for the organization.
- Assists the Director of Development, board of directors, volunteer fundraisers, and other stakeholders with public fundraising drives.
- Collaborates with the Director of Development and departmental supervisors to prepare annual fundraising budgets and projections.
- Researches previous fundraising efforts by studying literature and mailings available from government funding sources, private foundations, the United Way, and other generous contributors.
- Prepares grant applications and fundraising proposals under the Director of Development's supervision, modifies proposals when necessary; jointly presents proposals with the Director of Development.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Self-directed, results-driven, team player
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent analytical abilities that can be applied in aligning the organization's objectives with available funding opportunities.

Education and Experience:

- At least three years of fundraising experience
- Nonprofit sector experience highly preferred

- Bachelor's degree in Communications, Public Relations or Marketing preferred

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Payment and Benefits

- 20 hours -\$26/hourly with a possibility of becoming FT.
- Part-time employees are eligible for a pro-rated annual leave, sick leave, and paid holidays.

How to apply: Send a resume, writing sample, and references to hr@floridaimmigrant.org
Applications will be accepted until the position is filled.

FLIC is an equal opportunity/affirmative action employer and encourages applications from all qualified people, including women, people of color, persons with disabilities, and LGBTQ individuals.

Application Process:

Please send your resume as an electronic attachment (.pdf or .doc) Ref. subject line "Application for the position "Fundraising Assistant" to hr@floridaimmigrant.org.

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