



Florida Immigrant Coalition

DEVELOPMENT ASSISTANT

Organizational Overview:

The Florida Immigrant Coalition (FLIC) is a non-profit organization 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 live without fear.

Job Summary:

The Development Associate will assist the Director of Development & Strategy by pursuing funding from a variety of sources, participating in fundraising drives, and preparing grant proposals and reports. Candidates should be mission-driven and comfortable with working in a collaborative environment.

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, volunteers, and other stakeholders with public fundraising drives
- Independently researches funding opportunities, identifying prospective funding partners and mission-aligned calls for proposals
- Prepares grant applications and fundraising proposals under the supervision of the Director of Development modifies proposals when necessary; jointly presents proposals with the Director of Development
- Supports individual donor recruitment and retention efforts
- Solicits donations and sponsorships
- Performs other related duties as assigned.

Required Skills/Abilities:

- Self-directed, results-driven, team player
- Excellent verbal and written English communication skills
- Experience with Constituent Relationship Management (CRM) software, EveryAction preferred.
- Proficient in G-Suite or related software
- Excellent analytical abilities that can be applied in aligning the organization's objectives with available funding opportunities.

Education and Experience:

- Three years of fundraising experience required
- Nonprofit sector experience highly preferred
- Bachelor's degree preferred.



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Physical Requirements:

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

Salary

Start at \$40,000 - commensurate with experience

Competitive Benefits:

- 100% Paid Benefits (Health, Vision, Dental, STD, LTD, Life Insurance)
- Parental Leave
- 14 Paid Holidays
- Flexible Work Schedule

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