



**Honoring our immigrant past.
Shaping our immigrant future.**

American Immigration Council
Chief Development Officer
Washington, D.C.



Background

The American Immigration Council works to shape how America thinks about and acts towards immigrants and immigration and by working toward a more fair and just immigration system that opens its doors to those in need of protection and unleashes the energy and skills that immigrants bring.

The Council believes that immigrants are part of our national fabric, bringing energy and skills that benefit all Americans. We envision an America that values fairness and justice for immigrants and advances a prosperous future for all.

Position

The American Immigration Council (Council) is seeking a Chief Development Officer (CDO) to lead its fundraising strategy and operations, with a significant focus on expanding the organization's major donor program and corporate funding streams. The CDO will serve as an integral member of the leadership team and will drive revenue growth, build the development department's staff and systems, and serve as a thought leader with the Executive Director and Board of Directors.

The CDO will drive the execution of strategies aimed at enhancing the organization's sustainability, encompassing growth through contributions, sponsorships, grants (both public and private), life income gifts, grassroots support and other planned giving.

This role involves formulating investment strategies aligned with organizational objectives to support overall growth. The CDO leads a team of 4 leaders responsible for key strategies and the management of pipelines for both existing and potential donors, spanning direct response, major gifts, gift planning, and institutional support (corporate, foundation, and government agencies). In addition, this role will be responsible for managing the cultural exchange program.

The CDO will make the connections between the Council's work and donor's ensuring those donors are successfully cultivated, and properly stewarded. The role will also grow the cultural exchange program by expanding the current client base and STEM program.

The CDO must be nimble and able to operate in a challenging environment, managing changing priorities and taking advantage of all fundraising opportunities. The CDO must be innovative and creative in developing year-over-year funding and revenue generating strategies.

Responsibilities

- Works with the Executive Director and other key leaders to establish revenue targets, and strategies that help reach organizational goals and fundraising targets.
- Create and drive the Council's revenue and annual fundraising plan. Achieve the 2024 revenue objectives of approximately \$14M.
- Grow culture exchange revenue by 20% over prior year.
- Advise and collaborate with the Executive Director, board members, and department leaders on current strategies, trends, obstacles, and opportunities to grow revenue.
- Collaborate with the Executive Director, Department Leaders, and the Council's board of directors to carry out the necessary cultivation of new donors and institutions, stewardship of current donors, and the necessary fundraising asks to ensure the success of the fundraising plan.
- Establish and implement short and long-range resource development strategies, goals, and objectives.
- Plan all fundraising events and ensure they generate a positive return on investment to include managing the annual gala hosted during the AILA annual conference.
- Collaborate with the Executive Director and the Chief Marketing and Communications Officer in crafting communications to cultivate and steward donors.
- Responsible for all revenue to include cultural exchange, individual, large individual donations, grants, foundations, corporations, American Immigration Lawyers Association (AILA) Chapter, and corporate support. In addition, this role will build corporate and grassroots fundraising plans.
- Work with the board of directors to identify their role in contributing to the Council's development.
- Keep track of external data and metrics that can inform or provide insights on changes in philanthropy or giving.
- The Chief Development Officer will supervise the following staff positions: Director, Cultural Exchange, Director, Individual and Major Gifts, Director, Institutional Giving, Director, Development Operations.

Qualifications

- Bachelor's degree
- A strong commitment to the Council's mission.
- At least 10 years of relevant fundraising experience, prior demonstrated leadership, and staff management experience.
- Ability to develop and manage a strategic plan with multiple projects and deadlines.
- Proven ability to manage a high performing team.
- Proven experience building corporate and major institutional giving programs.

- Ability to build grassroots funding plans.
- Prior experience working with government funding is desired.
- Uphold the highest ethical standards established by the Association of Fundraising Professionals and the National Association of Charitable Gift Planners.

Knowledge / Skills / Abilities / Other Requirements

Knowledge

- Possesses expert knowledge of nonprofit, civic, or immigration organizations.
- Knowledge of best practices of non-profit Boards and experience working with Boards.

Abilities

- Demonstrable ability to develop, manage, and implement a strategic plan with multiple projects and deadlines.
- Proven ability to manage a high performing team.
- Ability to manage multiple assignments and shift focus quickly.
- Capacity to form positive working relationships with people from varied backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze and synthesize complex issues and explain information to a general audience.
- Ability to engage, influence, and inspire others.
- Ability to coach and mentor diverse levels of talent.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the incumbent in the position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills of the employee. Duties and responsibilities may change at any time with or without notice.

American Immigration Council is an at-will employer and may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Salary and Benefits

The annual base salary range for this position is between \$160K-\$180K.

The Council offers a competitive compensation and benefits package including a 401(k) with organization match; health, dental, and vision plans; life insurance; short- and long-term

disability; paid time off to include company, personal, and individual holidays, vacation, sick, and parental leave.

Equal Employment Opportunity: All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

To apply for this position, please click [HERE](#).

Sherry Ettleson, Principal