



Development and Volunteer Coordinator

New Mexico Immigrant Law Center (NMILC) has an immediate opening for a full-time Development and Volunteer Coordinator.

NMILC is a social justice organization whose mission is to advance equity and justice by empowering low-income immigrant communities through collaborative legal services, advocacy, and education. Since our founding in 2010, we have provided direct legal representation to more than 2,000 immigrants and have assisted more than 1,000 immigrants through our group processing workshops and fairs. Our model focuses on establishing relationships with local, state and national organizations and governmental institutions to expand access to legal services to historically marginalized immigrant communities. We are a passionate and hard-working group that is committed to making a difference in New Mexico.

Job Summary

We are looking for a Development and Volunteer Coordinator to grow and engage our community of supporters in order to increase our ability to achieve our mission and advance our vision of a just and equitable New Mexico. The Development and Volunteer Coordinator will be the face of our organization for many of our supporters and will spearhead our efforts to attract new donors and volunteers through communications campaigns, public appearances, and creative outreach approaches.

The right person has excellent communication skills, enjoys meeting new people and working with diverse groups, and has a passion for social justice and issues impacting the immigrant community. The Development and Volunteer Coordinator will report to the Executive Director.

Responsibilities:

- Work with Executive Director to develop and implement a fundraising plan for individual contributors including written communication, online campaigns, and events.
- Maintain relationships with existing donors and volunteers and build relationships with new and potential supporters.
- Lead the development and implementation of the organizational communications plan, including client-focused, donor-focused, and volunteer-focused promotions. Work with staff and clients to facilitate sharing of client stories to engage and grow our follows.

- Maintain a segmented database of contacts in order to thoughtfully engage supporters to increase conversation rates. Set quantitative fundraising goals and present periodic reports to the Executive Director and communications team to show progress.
- Coordinate volunteers for events such as legal fairs. Work with staff to identify places where volunteers could increase organizational capacity and match volunteers to the most impactful roles.
- Assist Executive Director with grant applications and management.

Qualifications:

- Excellent communication and interpersonal skills: you are comfortable both speaking in front of groups and meeting with people one-on-one. You enjoy building relationships and working with diverse teams.
- Excellent writing skills: you know how to tailor your message to your audience and feel equally comfortable crafting press releases, blog posts, and social media posts.
- Team player: you enjoy working collaboratively with diverse groups of people. You believe everyone brings something to the table.
- Flexible multitasker: you are comfortable working in a fast-paced, dynamic work environment and can stay focused on the big picture even when small, urgent issues arise. You can adapt to changing landscapes and reprioritize tasks when situations change.
- Attention to detail: you double-check every email for typos before hitting send. You care about the presentation of your final product.
- Systems thinker: you notice when systems are inefficient and work to improve them. You care about building sustainable systems that make your work more efficient in the long run. You are comfortable using technology to increase your efficiency.
- Self-starter and independent worker: you can set your own deadlines and priorities and are able to break down a large project into its bite-size components. You thrive in situations where you have the freedom to set your own goals.
- Passionate worker: you have a demonstrated interest in immigrant rights, social justice issues, and/or nonprofit work.

Bonus Qualities:

We are looking for a driven individual who is excited to learn new skills. There will be plenty of opportunities to learn on the job, but if you have experience with any of the following, please be sure to highlight it in your application.

- Experience with social media, online email platforms (such as Mailchimp), and/or CRMs (salesforce, the databank, etc.)
- Experience working with Wordpress or other CMS's and/or web development or website maintenance

- Experience writing grants

Environment

NMILC is an equal opportunity employer. We welcome people from a diverse set of experiences. NMILC is a progressive organization and applicants are expected to collaborate in an inclusive and diverse environment. We are a group of highly dedicated and motivated individuals seeking transformative change for our state and welcome anyone who is interested in being part of our team.

Salary and Benefits

Competitive non-profit salary. Excellent benefits provided, including full health insurance coverage, dental and vision, and generous vacation and sick leave.

To Apply

Send a cover letter explaining your interest in the position and resume to jobs@nmilc.org with “Development and Volunteer Coordinator” in the subject line. Applications will be accepted on a rolling basis but applications received by March 19, 2018 will be given preference. While we will do our best to respond to all applicants, only those accepted for interviews will be guaranteed a response.

If you have any questions about this position, please reach out to Steffi Ostrowski at sostrowski@nmilc.org.