



Development Manager

Location: Anywhere in the U.S.

Who we are:

Founded by a group of dedicated individuals in 1997, Detention Watch Network (DWN) is a national coalition building power through collective advocacy, grassroots organizing, and strategic communications to abolish immigration detention in the United States. DWN is staffed by a small and growing team, committed to a vision of a world where every individual lives and moves freely and a society in which racial equity is the norm and immigration is not criminalized.

Recent Accomplishments:

- Since the launch of the Defund Hate campaign in 2017, have blocked \$12 billion in funding requested for ICE and CBP
- Coordinated the national Free Them All campaign in response to COVID-19;
- Supported the passage of anti-detention state laws in California and Illinois;
- Sub-granted over \$200,000 to grassroots members working to end detention locally.

Position Summary:

The Development Manager will play a critical role with DWN'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 small and growing national 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 the Network's mission.

This position reports to DWN's Managing Director.

Detention Watch Network is committed to the recruitment and retention of staff that is reflective of the communities we work with. We strongly encourage applications from Black, Indigenous, people of color; immigrants; women; people with disabilities; members of the LGBTQ community; and other underrepresented and historically marginalized groups.

What you'll do:

Foundations Work

- Write grant proposals, reports, and letters of inquiry
- Manage DWN's foundation grants and ensure reporting deadlines are met
- Identify and analyze trends in foundation funding in relevant issue areas

- Work closely with the Executive Director and Managing Director to establish new and deepen existing foundation relationships

Individual Giving

- Develop 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 and implement a systematic and rigorous approach to donor tracking and cultivation
- Manage direct solicitations and individual appeals
- Write donor updates and stewardship materials

Other

- Develop and implement a comprehensive and strategic annual development plan designed to reach established revenue goals
- Maintain donor database records and create relevant reports
- Actively engage the Board in support of annual fundraising goals and activities, and leverage their relationships with institutional and individual donors
- Prepare Board meeting presentations and documents in support of development activities
- Work with Finance team to provide revenue projections and reports
- Support the annual audit
- Work closely with DWN's program team to stay informed about DWN's campaign efforts and victories

You'll thrive in this role if this sounds like you:

While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!

- Demonstrated commitment to DWN's [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 DWN in writing and in person

- Minimum of three years of experience securing financial support for mission-driven nonprofits from a variety of sources, including foundations, individual donors, major donors, or members.
- Excellent relationship-building skills with diverse stakeholders, including funders, organizational leaders, and team members at all levels of the organization.

We're hoping you bring 1-2 (or more) of these bonus skills:

- Deep knowledge of the national funding landscape
- Experience with and interest in issues of immigrant rights and/or racial equity
- Experience with event management
- Bilingual, a plus
- Familiarity with database tracking systems (DWN uses NeonCRM)

Salary Range: starting at \$75,000

Why work for DWN?

- **Paid Time Off:** Staff are eligible for **15** vacation days their first year of employment; **20** vacation days during years two through seven; and **25** vacation days after eight years of employment; plus we are closed between December 25 and January 1.
- **Commitment to our staff:** DWN invests in staff growth and professional development opportunities and is committed to providing regular feedback and opportunities for advancement.
- **Crystal clear focus:** Our team gets to work with dedicated and growing [membership](#) committed to the abolition of immigration detention.
- **Wellness Fund:** We know that this work can be physically and emotionally taxing, so DWN offers a wellness fund to all staff: a stipend of \$500 per year to go towards personal health and self-care (yoga classes, therapy co-pays, massages, workout gear—whatever works for you!)
- **Our team is awesome:** You'll be working with a group of smart, dedicated, and caring [people](#) who know how to have fun while getting a lot done in a low-ego environment!
- **Added perks:** we offer generous benefits and salaries, a monthly cell phone stipend to all staff, plus eligibility for an eight-week sabbatical after three years on staff.

To Apply:

Email a writing sample, resume, and a cover letter that addresses the following questions to jobs@detentionwatchnetwork.org:

- Why are you excited about working with Detention Watch Network?
- What experience do you have with writing and securing new grants?
- What experience do you have with managing individual donors?
- Why is immigration justice and/or abolishing ICE important to you?

If you are selected for an interview, DWN's hiring consultant Ebony Ross will reach out to you.

Detention Watch Network is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.