

Job Posting for Right to Read/Global Refugee Center

TITLE:

Director of Advocacy and Development

REPORTS TO:

Executive Director

SUPERVISES:

Two or more volunteers

HOURS:

40 hours a week

Preferred Qualifications:

Experience or training in public speaking, grant research and writing, event coordination, and basic marketing

ESSENTIAL FUNCTIONS & PRIMARY TASKS

ADVOCACY

Presentations

- Conduct weekly presentations on Cultural Awareness and Refugee 101
- In conjunction with UNC or designated agency, conduct annual research noting the affect advocacy has on public opinion.
- Reengage and Oversee Refugee & Immigrant Advisory Committee

Social Bridging

- Organize and conduct quarterly G2 Events
- Manage and facilitate G2 partners

Events

- Oversee the following events:
 - Walk In Their Shoes
 - Journey to Hope
 - Run For Refugees
- Recruit volunteers for special events
- Delegate event responsibilities to various staff and volunteers

Social Media

- Managing organization's Facebook account (including daily posts, communication, photos, links and additional cross-promoting as needed)
- Ensure photos are taken during classes and special events
- Creating and sending monthly e-newsletters
- Creating and sending e-blasts as needed

DEVELOPMENT

Fundraising and Marketing

- Lead fundraising efforts, including supporting the board's involvement in raising money, personally cultivating and soliciting donors, and creating development plans and policies
- Oversee funder relationships. Work with Development Committee to establish donor relationships, efficient database and donor pathways.
- Oversee an annual strategic fundraising process, set priorities and develop goals and objectives consistent with the organization's financial vision.
- Comply with all local, state, and federal legal requirements

Community Relations

- Represent the organization through connecting with businesses, community leaders and key donors.
- Demonstrate substantive knowledge of the organization's programs and services

**This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.*

2017 OBJECTIVES:

- Implement donor database
- Develop "donor pathway" from point of entry and beyond
- Reestablish and Engage Development Committee

SALARY POSITION—Range between 40-44k annually

Interested candidates should send a cover letter, resume, and 3 professional references to the following email:

erich@grccolorado.org

Interviews will be conducted in late June/early July with an intended start date of August 1, 2017.