



KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

Director of Development & Communications

Bremerton, WA

February 2024

Department: Development & Communications

Reports to: Executive Director

Work Location: Hybrid | Bremerton, WA

Job Status: Full Time

Job Type: Exempt

Amount of Travel Required: 10%

Kitsap Immigrant Assistance Center (KIAC) is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, citizenship, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

We strongly encourage candidates from diverse backgrounds, including individuals from Black, Indigenous, People of Color (BIPOC), immigrant communities, as well as those who are multilingual to apply. At our organization, we believe that our strength lies in the diversity of perspectives, experiences, and voices, and we are committed to fostering an inclusive environment where everyone can thrive. We welcome applicants who are passionate about serving and building advocacy within immigrant communities and who bring a deep understanding of cultural diversity and equity to their work.

Summary

Kitsap Immigrant Assistance Center (KIAC) is a non-profit organization located in Bremerton, WA. KIAC serves the immigrant community by providing education, advocacy, and social justice support. The organization is dedicated to creating a community where every individual, regardless of their place of birth, has equal access to justice, respect, and opportunities.

The Kitsap Immigrant Assistance Center (KIAC) seeks an experienced full-time Director of Development and Communications to join our team. This hybrid role offers the opportunity to make a meaningful impact by leading our fundraising, donor relations, and strategic communications efforts.

Learn more about Kitsap Immigrant Assistance Center at kitsapiac.org

Responsibilities

Fundraising and Development

- Develop and implement a comprehensive fundraising strategy, including major gifts, annual campaigns, grant development, and fundraising events
- Plan, coordinate, and execute fundraising events that engage donors, cultivate partnerships, and generate revenue
- Cultivate and steward relationships with donors, foundations, and corporate partners
- Track and analyze fundraising metrics to meet organizational goals

Communications and Marketing

- Craft and oversee a communications strategy that amplifies KIAC's mission and programs across diverse audiences in both English and Spanish
- Develop compelling bilingual content for newsletters, social media, press releases, and the website
- Manage public relations efforts to enhance KIAC's visibility and reputation in the community

Leadership and Collaboration

- Uphold and actively support the mission of KIAC by demonstrating commitment to social justice and equity, working to dismantle systemic barriers impacting immigrant clients and ensuring that all clients feel respected and valued
- Foster an inclusive, respectful, and culturally responsive environment for clients, staff, and volunteers, contributing to a workplace culture that honors KIAC's values and mission
- Partner with the Executive Director, Board, and staff to ensure alignment on fundraising and communications goals
- Provide guidance on branding, storytelling, and outreach to elevate KIAC's presence
- Supervise and mentor staff and volunteers involved in development and communications
- Actively engage in networking opportunities, and advocate for immigrant rights through coalition-building and community engagement
- Participate in all staff meetings and on occasion in organization-wide and community outreach and education events, and/or special advocacy initiatives that support immigrant rights
- Additional duties and tasks as assigned by the supervisor

Kitsap Immigrant Assistance Center has the discretion to accept any other equivalent combination of education and experience when relevant.

Qualifications

- Commitment to KIAC's mission and values, with an understanding of immigrant and BIPOC communities.
- 3-plus years of experience in nonprofit fundraising and development work with at least one year in a leadership role.
- Demonstrated experience in fundraising, donor relations, event planning, and communications.
- Demonstrated experience in developing and implementing communications strategies that center equity, social justice, and inclusivity.

- Strong storytelling and marketing skills to engage diverse stakeholders.
- Fluent in both English and Spanish, with ability to create and edit professional content in both languages.
- Excellent communication and interpersonal skills
- Supervisory experience and ability to lead remote and in-person teams with professionalism, accountability, positivity, and open communication.
- Ability to work independently and collaboratively in a hybrid work environment
- Knowledge of the immigrant community and social justice issues
- Strong cultural competency and cross-cultural communication skills
- 4-yr bachelor or equivalent experience
- Ability to pass a background check indicative of the position requirements

Skills/Technical Knowledge

- Experience with donor management platforms (e.g., Bloomerang, Blackbaud, or similar CRM tools) to track donor engagement, manage fundraising campaigns, and generate reports
- Strong proficiency in using CRM platforms and excel to analyze data, identify trends, and inform development strategies
- Proficiency in Microsoft Office 365, Canva, and other marketing
- Familiarity with Adobe Creative Suite

Preferred Qualifications of Ideal Candidate

- 4+ years in nonprofit fundraising, development, and communications
- 3+ years experience in marketing and/or communications with a social justice lens

Physical and Emotional Demands

While performing the duties of this job, the employee will be regularly required to be both stationary and mobile; occasionally lift up to 25 lbs; communicate and manage workflows in person, over the computer and via phone; drive a vehicle to additional events.

While performing the duties of this job, the employee may occasionally be required to discuss and engage with issues related to lived trauma and the immigrant experience.

This position is hybrid, in-office work will be expected of this position as needed. Additional travel in surrounding regions required.

Compensation

The pay range for this position is \$78,000-90,480, depending on experience.

Benefits

Benefits package includes generous paid time off. Full-time employees are eligible for medical, dental, and vision insurance. KIAC covers 100% of medical with options to add dependents (at cost), and to opt in to health care options for vision and dental plans.

To Apply

Submit resume and cover letter to our posting on [Idealist \(https://ideali.st/687mfa\)](https://ideali.st/687mfa).

Cover letter: outline your interest in the position and how your experience qualifies you for this role.

Priority consideration to applications received by 5:00 p.m. December 19, 2024. Applications will be accepted until the position is filled.

Start Date flexible: January 30 or Feb 3, 2025.

Reasonable Accommodations Statement: Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws.