



KITSAP IMMIGRANT ASSISTANCE CENTER

RIGHTS | RESOURCES | REPRESENTATION

Director of Development & Communications

Bremerton, WA

February 2025

Department: Development & Communications

Reports to: Executive Director

Work Location: Hybrid | Bremerton, WA

Job Status: Full Time

Job Type: Exempt

Amount of Travel Required: 15%

Summary

Founded in 2004, the Kitsap Immigrant Assistance Center (KIAC) advances the well-being and power-building of immigrants through education, advocacy, and social justice. We envision a community where all people, regardless of birthplace, have access to justice, respect, and opportunity. KIAC provides free and affordable immigration legal services, family support, tax and business assistance, and advocacy. Our clients come from over 70 countries, speaking more than 60 languages.

The Director of Development & Communications leads KIAC's fundraising and outreach efforts, working closely with the Executive Director to advance the organization's mission. This role oversees donor relations, grant writing, and fundraising campaigns while developing strategic communications to engage stakeholders and amplify KIAC's impact. The ideal candidate is a strong storyteller with experience in nonprofit fundraising, marketing, and community engagement.

This position is based in Bremerton, WA, with some travel as needed.

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

- 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
- 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
- Perform other duties as needed to contribute to the overall success of the organization's mission.

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

KIAC offers a benefits package with KIAC paying 100% of the medical, dental, and vision plan. Employees are able to add dependents (at cost). Benefits package includes generous paid time off and retirement benefits with a 3% employer match.

To Apply

[Click here to apply and submit resume, cover letter, and references.](#)

Submit resume, cover letter, and references:

- Cover letter: outline your interest in the position and how your experience qualifies you for this role.
- References: Provide names of three persons not related to you. Include at least one previous or current supervisor. For each person, include name, position title, organization/company, email, phone, relationship to you (e.g. colleague, supervisor).

Priority consideration to applications received by 5:00 p.m. April 25, 2025. Applications will be reviewed on a rolling basis until the position is filled.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, 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.

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.