



Candidate Search and Placement is being led by [The Stott Group](#).

Position Profile - Director of Development

Salary Range: \$110,000 - \$135,000

Location: Washington, DC, New York City, or Remote

Status: Full-time; Exempt

Reports to: Executive Director

The [UndocuBlack Network](#) (UBN) is a multigenerational community of currently and formerly undocumented Black individuals dedicated to fostering empowerment, providing access to resources, and transforming the lives of our people to thrive and live fulfilling lives. We achieve this by developing leadership through training and programming, building community power through advocacy and organizing, and prioritizing humanity, dignity, and well-being in all aspects of our work.

POSITION OVERVIEW

UBN seeks a highly organized, innovative, and relationship-centered Director of Development to lead our fundraising initiatives. The ideal candidate will be responsible for cultivating robust relationships with institutional partners, building a pipeline of new funders, and starting up a major gift program.

The preferred candidate will bring a wealth of experience in institutional fundraising, understanding the nuances of engaging and securing support from foundations and other institutional partners. UBN is at a transformative point of growth and is keen on initiating a major gift program to diversify funding support from individual funders. In partnership with the Executive Director, the ideal candidate will play a pivotal role in growing this major gift program from its initial stages, even if they currently have less experience in this specific area.

This pivotal role represents a remarkable opportunity for the selected candidate to cultivate and develop their fundraising capabilities and knowledge. As UBN charts a course of growth, the Director of Development will be instrumental in shaping the future of UBN's revenue and development program, contributing significantly to both institutional and individual fundraising success.

RESPONSIBILITIES AND PRIORITIES

Fundraising Strategy

- Lead an annual fundraising plan to drive organizational growth and impact;
- Develop and implement targeted strategies to support and expand UBN's funding network. This includes:
 - Creating and implementing a comprehensive strategy for securing funding from foundations, institutions, and grant-making entities through relationship building and leading the development of compelling grant proposals.
 - Conducting thorough research to relationship map and identify both new institutional

- and individual donors and implementing strategies for nurturing a strong and dynamic donor pipeline.
- Developing a strategy to build and lead a major gift program from the ground up.
- Provide strategic and tactical support to the Executive Director to cultivate and steward funder relationships.

Fundraising Reports and Management

- Identify and write new grant proposals, ensure timely submission of reports, and track key deadlines for renewals;
- Manage and maintain UBN's fundraising database to monitor fundraising progress and donor stewardship; and
- Generate financial forecasts and revenue reports for the Executive Director, Finance Team, and the Board of Directors.

Team Collaboration

- Collaborate with the Executive Director to build and develop a culture of philanthropy across UBN.
- Collaborate with the team to establish institutional and individual grant policies, data management, gift acknowledgment, compliance, and documentation;
- Collaborate with Finance Team to track gift pledges, donations, and grants, including compliance related to private grants;
- Collaborate with Finance and Program Team members to establish a regular reporting schedule; and
- Collaborate with the Communications Team to build greater visibility through digital communications and social media.

EXPERIENCE AND ABILITIES

- 8+ years of fundraising experience (development, advancement, philanthropy) with increasing levels of responsibility.
- Management or leadership experience preferred with a demonstrated track record in developing and leading staff to achieve results.
- Experience successfully cultivating, soliciting, and stewarding major gifts, including relationship-building with institutional funders.
- A deep commitment to UBN's mission-driven work and demonstrated alignment with the organization's values and [points of unity](#).
- Experience working within the UndocuBlack Network highly preferred; and/or experience working with immigrant communities and/or Black immigrant communities a plus.
- Exceptional project management skills, capable of effectively juggling multiple competing priorities.
- Stay at the forefront of the latest trends and industry practices in philanthropy, fundraising, and prospect research.
- Build trust and confidence among various stakeholders, including the Executive Director, internal team members, and external partners.
- Inspire, integrate, and enhance strategic fundraising strategies and programs.
- Promote respect for others and embrace diversity as a strategic advantage. We value a commitment to fostering an inclusive environment.
- Proven record of innovative oversight and successful cultivation of major gifts.
- Flourish in a fast-paced, complex environment, adept at handling multiple projects and constituencies simultaneously.

LOCATION

This role is fully remote.

TRAVEL REQUIREMENTS

All UBN team members must also be able to attend work-related in-person meetings and functions as needed. We gather for moments that matter for training, teaming, and connection. Our teams come together for occasional in-person meetings and organizational retreats. As part of our hybrid work practices, this travel expectation will be applicable to all UBN team members, even those based remotely.

This role will require up to 25% business travel, including organizational wellness retreats and team/department meetings.

BENEFITS

UBN provides a comprehensive benefits package to support our employees and their families. This package includes 100% coverage for medical, dental, and vision care, a 3% annual 401(k) contribution, 15+ days of annual vacation, and unlimited sick time. In addition, we prioritize work-life balance and overall well-being, proudly offering a flexible work schedule.

HIRING RANGE

The hiring range for this role is \$110,000 to \$135,000. Final offers for this position will be based upon several factors including the scope of the role, market compensation analysis, position requirements, candidate's experience level and capabilities, specific candidate geographic location, internal pay equity considerations, and will be made within the parameters of UBN's compensation framework and philosophy.

COVID-19 VACCINE POLICY

UBN's COVID-19 Vaccine Policy requires employees to have completed a COVID-19 vaccine primary series unless a medical or religious exemption is approved. As a condition of employment, newly hired employees must provide proof of their COVID-19 vaccination or, if applicable, request a medical or religious exemption.

EQUAL OPPORTUNITY WORKPLACE

UndocuBlack is proud to be an equal employment workplace. We welcome and encourage job applicants who are motivated to work with us in addressing Anti-Black Racism and social injustice and those who have personal experience being undocumented. We prohibit discrimination and harassment of any kind based on any of the following factors: immigration status, history of incarceration or detention, race, color, religion (including religious dress and grooming practices), age, sex/gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin, ancestry, disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics), and genetic information.

TO APPLY

Applicants are strongly encouraged to email a resume and cover letter to the Stott Group at undocublack@thestottgroup.com with "UBN Director of Development" as the subject of the email. Please be advised that writing samples may be requested throughout the hiring process.