

**Job Title:** CO-DIRECTOR OF DEVELOPMENT  
**Position:** Exempt; Full-Time with 3 month  
probationary period

**Location:** Los Angeles  
**Reports To:** Current Director of Development  
**Closing Date:** Open until filled

## ABOUT NDLON:

The National Day Labor Organizing Network (NDLON) improves the lives of day laborers in the United States. To this end, NDLON works to unify and strengthen its member organizations to be more strategic and effective in their efforts to develop leadership, mobilize, and organize day laborers in order to protect and expand their civil, labor and human rights. Please visit [www.ndlon.org](http://www.ndlon.org) to learn more.

## POSITION OVERVIEW:

The Co-Director of Development will work closely with the current Director of Development and the Grants Manager to develop and implement NDLON's Development and Sustainability Strategy. Together, our goal as the Development Team is to help build the long-term fundraising capacity of NDLON and its member organizations. Duties for this position include 1) assisting in the submission of grant proposals and reports, 2) developing and implementing grassroots fundraising strategies in order to achieve greater levels of unrestricted funding, and 3) facilitating development opportunities and trainings with member organizations.

## MAJOR RESPONSIBILITIES INCLUDE:

- Grantwriting: Narratives, reports, appeals, and other funder/donor communication.
- Grantseeking: Conduct prospect research on potential individual, corporate, foundation and other funding sources.
- Grassroots Strategy: Strengthening NDLON's individual donor program.
- Build and manage relationships with foundation partners, donors, and donor prospects.
- Development and implementation of NDLON capital campaign.

## QUALIFICATIONS AND REQUIREMENTS FOR THIS POSITION:

- 2 years experience in Grantwriting and in at least 1 other area of fundraising: (i.e. Individual donor campaigns, annual appeals, etc)
- Demonstrated commitment to immigrant rights and social justice.
- Excellent writing, editing and proofreading skills.
- Bilingual (Spanish) is a plus.
- Ability to work professionally in a deadline-driven environment.
- Excellent organizational skills, communication skills, and detail oriented.

**COMPENSATION AND BENEFITS:** Salary commensurate with experience. Benefits include medical, dental and vision and paid time off. This is a full time, exempt position.

**HOW TO APPLY:** Applications will only be accepted electronically. Please email a cover letter, resume, and three references to [jobs@ndlon.org](mailto:jobs@ndlon.org) and mention this job title in the subject line of your email. If you have a writing sample, (i.e. research, essay, or grant narratives) - please include this in your application packet. Please no phone inquiries.