

DIRECTOR OF DEVELOPMENT
NATIONAL IMMIGRATION LAW CENTER
Location – Flexible (Washington, D.C. or Los Angeles Preferred)
[National Immigration Law Center](#)



The Aspen Leadership Group is proud to partner with National Immigration Law Center (NILC) in the search for a Director of Development.

The Director of Development will provide strategic leadership and guidance on NILC and NILC Immigrant Justice Fund's (NILC IJF) fundraising functions. The Director of Development will lead a high performing development department; create and successfully implement a diversified fundraising plan that thrives in a rapid response work environment and meets the annual budgetary needs of the two organizations; and strengthen the foundation for long-term sustainability. NILC's annual budget is approximately \$20 million, approximately two-thirds of which is from institutions and one-third of which is from individuals (both grassroots and high net worth). NILC IJF's budget is smaller, approximately \$2 million, and is expected to grow.

Established in 1979, the National Immigration Law Center is one of the leading organizations in the U.S. exclusively dedicated to defending and advancing the rights of immigrants with low income. The NILC Immigrant Justice Fund was established in 2013 to advocate more directly for federal immigration reform policies that provide a road to U.S. citizenship for all aspiring citizens and make it possible for them to fully integrate into the social, economic, and political fabric of the United States.

NILC believes that all people who live in the U.S. should have the opportunity to achieve their full potential. Over the years, NILC has been at the forefront of many of the country's greatest challenges when it comes to immigration issues, and it plays a major leadership role in addressing the real-life impact of policies that affect the ability of low-income immigrants to prosper and thrive. NILC is committed to bridge-building work among a broad range of progressive movement allies, and forging a long-term movement vision grounded in racial, economic, and gender justice. Its convenings and movement decision-making bodies are fully diverse.

In April 2019, NILC finalized a [new strategic framework](#), which will govern its work over the next five years. This framework represents a shift in its strategy orientation in recognition of the fact that legal and policy strategies alone are not enough to achieve the long-term transformational change NILC believes the times require. NILC will continue to use its litigation and policy expertise to challenge unjust laws and policies that marginalize low-income and other vulnerable immigrant communities and advance systemic policy solutions that make it possible for immigrants and their loved ones to thrive. But it is now also focusing on building a stronger, more inclusive immigrant justice movement and fostering intersectional alliances with other communities in order to amass the political power necessary to hold decisionmakers accountable for making policy changes real and lasting. It will also engage in narrative and culture change to shift public debate toward the notion that—no matter where a person is born or how much money they have—everyone has a stake and constructive role to play in shaping the country's future.

REPORTING RELATIONSHIPS

The Director of Development will report to the Chief Operating Officer, Adnan Bokhari. The Director of Development will directly manage the Senior Officer, Institutional Giving and Senior Officer, Individual Giving.

FROM THE CHIEF OPERATING OFFICER

Join NILC and help us create a model workplace where a beloved community thrives, staff success is a top priority, and where we are collectively shaping and co-creating our organizational culture. DEI (Diversity, Equity, Inclusion) is in our DNA. The partnership between union and management is healthy and strong. We are measuring and delivering high impact—internally and externally—and have the policies, facilities, technology, human and financial resources to accomplish all of the above.

The Director of Development will tell NILC's and NILC IJF's stories and highlight our impact to ensure that all people regardless of race, gender, immigration or economic status are treated fairly and humanely. This position will be key to building financial resiliency, ensuring that we have resources to deliver impact, maximize the effectiveness of financial resources, and proactively position NILC and NILC IJF for further advancement.

Adnan Bokhari, Chief Operating Officer

PRIMARY RESPONSIBILITIES

Fundraising

The Director of Development will

- develop and oversee a comprehensive and diverse fundraising program for NILC and NILC IJF, including but not limited to institutional, unions and private sector portfolios, a major donor program, planned giving, and a general donor program;
- collaborate with executive leadership to identify ways to support the organizations' missions through fundraising;
- engage organizational and programmatic leaders to identify prospective new funders and major donors, and ensure that key internal stakeholders have the information and support they need to methodically cultivate relationships and secure funding;
- serve as a key thought partner to the Chief Operating Officer in developing fundraising strategies and take responsibility for the successful execution of these in coordination with other members of the development team, including direct engagement in fundraising;
- develop annual fundraising goals and long-term targets for NILC and NILC IJF, in collaboration with the Chief Operating Officer and Director of Finance and Administration;
- develop strategy and oversee stewardship, prospecting, solicitation, and retention efforts to meet annual and long-term targets;
- promote a community-centric fundraising culture within NILC that is aligned with its values of equity, inclusion, and impact;
- work directly with the Executive Director and other members of the executive leadership team to prepare for funder and donor stewardship and cultivation activities;
- shepherd efforts across NILC and NILC IJF teams to develop high impact partnerships that provide visibility, build credibility, and grow its list of prospective funders and donors;

- oversee the creation of compelling, timely concept notes and proposals to funders that describe a wide range of activities, from litigation to lobbying to partisan activities;
- act as the development department liaison and thought partner to organizational leadership and program teams to address funding priorities that are necessary to advance programmatic goals;
- act as the development department liaison and thought partner to the executive office, senior leadership, and campaigns staff to facilitate cultivation and stewardship activities;
- work with the communications team to oversee the creation of funder-facing products including appeals, annual reports, marketing materials, and website content that engage NILC's and NILC IJF's current and potential donors; and
- oversee donor cultivation events to increase NILC's and NILC IJF's visibility.

Leadership and Management

The Director of Development will

- as a member of the senior management team, collaboratively develop and maintain a healthy and vibrant culture of mutual caring and highest standards of work;
- build a team culture and connection to organization-wide strategy and mission, represent the department at internal leadership meetings, provide input and advice on organizational policies and priorities, effectively communicate organizational policies and priorities to the team, and create buy-in;
- represent NILC and NILC IJF in external networks and alliances, and attend events and meetings as needed;
- lead short-, medium-, and long-term planning for the development department, in alignment with overall organizational priorities;
- build a high-performing team and oversee the development and successful execution of departmental and individual work plans;
- oversee overall performance and invest in the team through coaching and providing professional development opportunities;
- together with the Chief Operating Officer and Executive Director, support board members to effectively engage in fundraising work;
- draft and implement the budget for the development department;
- supervise, coach, develop, and evaluate a high-performing development team, fostering diversity, equity, inclusion, and trust within the team, communicating vision, defining roles and objectives, and providing the guidance, resources, and facilitation needed for effective operations; and
- manage or oversee management of outside consultants, third party administrators, and vendors.

LEADERSHIP AND KEY COLLEAGUES

Marielena Hincapié

Executive Director

Marielena Hincapié is Executive Director of the National Immigration Law Center (NILC), the nation's leading organization dedicated to defending and advancing the rights of low-income immigrants in the U.S., and of the NILC Immigrant Justice Fund (IJF). Under her leadership, NILC and the IJF strategically combine litigation, policy, communications, narrative change, and movement-building to effect transformational change. As an immigrant from Colombia, Hincapié brings her lived experience and bilingual/bicultural perspective to her work. Hincapié is a nationally respected leader, a legal and political strategist in the immigrant justice movement, and a leading voice in the national conversation on immigration.

Hincapié began her tenure at NILC in 2000 as a staff attorney leading the organization's labor and employment rights program. During that time, she successfully litigated law reform and impact-litigation cases dealing with the intersection of immigration laws and employment/labor laws. She then served as NILC's Director of Programs from 2004 to 2008, after which she became Executive Director.

Recognized as a seasoned strategist and bridge-builder, Hincapié has led national initiatives, such as the Immigrant Movement Visioning Process, and policy campaigns, such as the creation and successful implementation of Deferred Action for Childhood Arrivals (DACA). Under Hincapié's leadership, NILC has been at the legal forefront of the fight to stop President Trump's attempt to rescind DACA, successfully representing DACA recipients and Make the Road New York in a U.S. Supreme Court case in which the Court found that the Trump administration's rescission was "arbitrary and capricious."

Before joining NILC, Hincapié worked for the Legal Aid Society of San Francisco's Employment Law Center, where she founded the Center's Immigrant Workers' Rights Project. She currently serves as board president of the Indivisible Project and previously served on the boards of Jobs with Justice and the American Bar Association's Commission on Immigration.

Hincapié has been recognized with numerous awards, including Univision's Corazón Award, a Stanton Fellowship from the Durfee Foundation, the Latina of Influence award from *Hispanic Lifestyle*, the National Public Service Award from Stanford Law School, and the Prime Mover Fellowship from the Hunt Alternatives Fund. Hincapié was appointed to serve as cochair of the Biden-Sanders Unity Taskforce on Immigration. She was also the Northeastern University School of Law Daynard Distinguished Visiting Fellow and Practitioner-in-Residence at the Thelton E. Henderson Center for Social Justice at the University of California, Berkeley, School of Law.

Hincapié immigrated as a child from Medellín, Colombia, to Central Falls, Rhode Island, and grew up as the youngest in a family of ten children. She earned her juris doctor degree from Northeastern University School of Law.

Adnan Bokhari
Chief Operating Officer

Adnan Bokhari serves on NILC's Executive Leadership Team and leads key organizational development initiatives. He oversees the development, finance, human resources, information technology, and administration teams. Bokhari has expertise in leading change and has garnered a reputation for building resilient organizations for his work in the nonprofit sector over the last two decades. He most recently served as CFO and COO for a national anti-poverty organization based in Washington, DC, leading the development and implementation of strategies and systems that enhance organizational sustainability and impact. Bokhari serves on the boards of several nonprofit organizations. He is the first Pakistani-American to be elected as chairman of the board of directors of Golden Key International Honour Society, the world's largest collegiate honor society. He currently serves on the boards of the Virginia Community Colleges System as a gubernatorial appointee, Indivisible Project and the National Housing Trust.

Bokhari is a first generation immigrant who came to U.S. as an unaccompanied minor. He has lived experiences with the immigration, education, and employment systems, including as a low-income individual. He has been an advocate for justice from a very young age and brings his passion and experiences to NILC.

Victoria Ballesteros
Chief Communications Officer

Victoria Ballesteros heads NILC's communications team and is responsible for developing strategic communication initiatives for the organization, to help grow the visibility and reach of NILC's work on behalf of immigrants. She came to NILC with more than 15 years of experience leading communication efforts in the nonprofit and public sectors. She has worked for the U.S. House of Representatives, the

Children’s Defense Fund, the Long Beach Redevelopment Agency, California’s Senate majority leader, and The SCAN Foundation. Ballesteros earned her master’s degree in communication management from the University of Southern California Annenberg School for Communication and Journalism. She is bilingual (Spanish/English).

Edward (Eddie) Carmona

Campaigns Director, interim ELT Member

Eddie Carmona plays a critical role in growing NILC’s capacity to continue living into its strategic framework and leads NILC’s growing campaign work through building out the Campaigns Department. He is an experienced campaign manager, with more than fourteen years of grassroots community organizing and social policy advocacy experience. He led Faith in Action’s national immigration fight, the Campaign for Citizenship (LA RED program), and was its principal spokesperson. He comes to NILC from PICO California, where he led the legislative fight on SB 54, the California Values Act, as both the political and legislative director. He is a graduate of UC Davis, with a bachelor’s degree in Chicano studies (social policy) and communications (media). Carmona is the son of an immigrant farmworker father who worked the fields in California’s Central Valley. He’s been a leader in the national immigration movement for the past seven years.

Jill Corral

Director, Finance and Administration

Jill Corral is responsible for the fiscal management and administration of NILC’s infrastructure, to ensure long-term sustainability, enhance quality programming, and build capacity. Corral has over fifteen years’ experience in business and financial planning leadership roles, specializing in business process improvement, financial governance and oversight, and operational efficiency. She holds an MBA from the University of San Diego.

José Delgadillo

Director of Human Resources

José Delgadillo oversees NILC’s Human Resources Department. Immediately prior to taking on this role, Delgadillo served as NILC’s Manager of Talent Acquisition and Staff Development. His tenure at NILC builds on more than eight years in talent management and staff development roles for nonprofit organizations, including Director of Talent Acquisition at Leadership for Educational Equity and Associate Director of Recruitment at The Broad Center. Prior to his nonprofit professional work, Delgadillo spent 10 years in the financial services industry, working in the 401(k)/pension and corporate banking sector. Delgadillo completed his undergraduate degree at the University of Southern California and obtained his MBA at the UCLA Anderson School of Management.

Tiffanie Lockett

Senior Officer, Individual Giving

Tiffanie Lockett has responsibility for developing and implementing strategies that garner and retain a fierce and growing network of grassroots and major-gift donors. Additionally, she helps lead NILC’s fundraising team in developing annual plans that maximize the ability of every fundraiser to use their time and talents in the fight. Her work focuses on building relationships to cultivate a sustainable donor base that is engaged in the immigration rights fight beyond making gifts—to taking action and joining the movement. Prior to joining NILC, she worked at NPR and various medical and health organizations, always in fundraising, both institutional and individual giving–focused. She has a bachelor’s degree from Oberlin College and an AM from the University of Chicago.

Marisa Aguayo**Senior Officer, Institutional Giving.**

Marisa Aguayo has lead responsibility for developing and implementing institutional fundraising strategies, which involves securing support from foundations, law firms, unions, corporations, and other associations. She also plays a leadership role in crafting annual fundraising plans that ensure NILC's long-term sustainability. Prior to joining NILC in 2004, Aguayo worked as a program director for the Multicultural Collaborative, a social justice organization created after Los Angeles' 1992 civil unrest. Prior to that, she was a development associate for El Rescate, a legal and social services agency serving immigrants in Los Angeles.

PREFERRED COMPETENCIES AND QUALIFICATIONS

National Immigration Law Center seeks a Director of Development with

- a commitment to the missions of NILC and NILC IJF and to human rights, racial, economic, and social justice;
- an ability to develop and oversee a comprehensive and diverse fundraising program that includes institutional giving, unions and private sector portfolios, a major donor program, planned giving, general donor programs, among others;
- excellent communication skills both orally and in writing, including success creating compelling proposals to secure grant funding, and the presentation of complex programmatic information clearly and persuasively;
- an ability to develop strategy and work collaboratively with leadership and teams in a mission-driven, culturally diverse organization committed to advancing diversity, equity, and inclusion;
- strong project management skills and an ability to manage multiple projects with competing deadlines and to coach direct reports to do the same;
- excellent relationship-building skills with diverse stakeholders, including institutional funders, high net worth donors, political donors, organizational leaders, and team members at all levels of the organization; and
- proficiency with donor databases and/or CRMs (preferred); functional knowledge of Microsoft Office suite with intermediate proficiency in MS Word and MS PowerPoint.

A bachelor's degree is required for this position as is at least ten years of fundraising experience, preferably within a social justice nonprofit organization with similar funding sources such as foundations, high net worth Individuals, and grassroots donors. At least five years of supervisory experience is required.

SALARY & BENEFITS

National Immigration Law Center offers a competitive salary and benefits package.

LOCATION

The Director of Development may work remotely with access to Los Angeles or Washington, D.C.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of National Immigration Law Center and the National Immigration Law Center Immigrant Justice Fund as well as the responsibilities and qualifications stated in the position prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. NILC does not discriminate based on race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class. It considers all qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative.

To apply for this position, visit:

[*Director of Development, National Immigration Law Center.*](#)

To nominate a candidate, please contact Anne Johnson:

[*annejohnson@aspingleadershipgroup.com.*](mailto:annejohnson@aspingleadershipgroup.com)

All inquiries will be held in confidence.