



Development Operations Manager

About Safe Passage Project

Safe Passage Project seeks to ensure that no child in New York faces the immigration process alone.

We provide free lawyers to 850+ refugee children in New York City and on Long Island who are at risk of being deported. Having an attorney represent a child in immigration court increases the chances of a successful outcome from 17% to 85%. Over the next two years, we seek to significantly increase civil legal services to poor immigrant children in the communities we serve.

To reach this goal, Safe Passage Project must grow its current budget of \$3.5M to \$6.0M, with 75% generated from individual and institutional philanthropy. We seek to build a larger, stronger, and more innovative development team to sustain our philanthropic revenue.

Safe Passage Project is an equal opportunity employer. Women, people of color, LGBTQ people, veterans and people with disabilities are encouraged to apply.

About the Role

We're looking for a full-time Development Operations Manager to help us systematically build out our fundraising engine – helping pull together all of the moving pieces so we can expand into new markets as a well-oiled machine.

Reporting to Executive Director Rich Leimsider, the Development Operations Manager will manage up to 2 development staff and be responsible for ensuring the impeccable execution of Safe Passage Project's philanthropic goals.

You are detail-oriented and driven by curiosity, often finding flow when you're faced with challenges that require you to creatively bring organization to disorder. Your attention to detail also gives way to high emotional EQ as you pick up on the small things, knowing that it goes a long way to be personable and communicate effectively with diverse stakeholders.

You thrive in fast-paced, self-driven environments, and the thought of developing into a nonprofit leader excites you. Not only are you inspired by social change initiatives, but you're also committed to building a career in the space by taking on responsibilities that are intellectually stimulating and will challenge you to grow.

Your responsibilities will include:

- Ensure high-quality and timely execution of all philanthropy work products (e.g., proposals, events, individual donor program, operations, board work).
- Understand and oversee the implementation of the fundraising strategy, including tracking and meeting quarterly goals.
- Manage the Development and Communications Associate, including their proposal writing, submitting, and reporting as well as database tracking and fundraising administration (gift acknowledgment, website maintenance, annual appeal).
- Oversee all behind-the-scenes elements of the major individual donor program, working closely with the Executive Director and Board.
- Develop, build, and refine systems to support development of stewardship strategies and activities (We currently rely on Google Sheets but are planning on shifting our development systems to Salesforce, which we currently use for case management)

We're looking for someone who is:

- *Resourceful and Adaptable.* You're at ease with ambiguity and rapid change. You possess a positive attitude and identify creative solutions to obstacles. You can juggle many important responsibilities at once and you're rigorous about prioritizing.
- *An Organizer.* You're naturally well-organized, not only managing your own tasks with excellence but continuously elevating the organization of the entire Development Team as well.
- *Efficient:* Has an eye for efficiency and will constantly be looking for ways to improve, streamline, and simplify processes;
- *A Strategic and Operational Thinker:* You can think broadly and strategically about our work, and also be detail-oriented and organized about implementation of a vision and the structures necessary to move our vision into reality.
- *A Natural Connector* – You have developed a strong network by always looking for opportunities to provide value to others, creatively connecting people to resources and each other to help further their goals.
- *An Effective Writer* – You write well and take pride in your ability to do so, especially when given the opportunity to communicate an idea, topic, or vision that you are passionate about.

What you'll need:

- 4-8 years of overall professional experience with 3+ years of experience in a nonprofit development, individual giving, institutional giving, or related role.
- Passion for our mission, desire to be part of a challenging legal practice making a difference in a child's life.
- Commitment to Inclusion — You can effectively work in and support underserved communities including having an understanding of historical context, discernment of relationships and power dynamics, and an awareness of social, racial and ethnic equity.
- Ability to handle confidential information with complete discretion.

Compensation & Benefits

Safe Passage Project offers competitive salary and benefits, commensurate with experience and skills. In addition, Safe Passage Project offers a flexible work environment, including the opportunity to work from home, flexible hours, unlimited time off, and 12 weeks paid family leave. The team works on a beautiful campus at a terrific office location in Tribeca and every employee has access to support for

professional development. Reflected in our diverse Senior Leadership team, Safe Passage Project is proud to have a top-down, bottom-up commitment to diversity, equity, and inclusion.

How to Apply

Please apply at:

<https://rework.applytojob.com/apply/7ya32BOiT0/Development-Operations-Manager>

The application is hosted by Koya Leadership Partners (our recruitment and diversity, equity, and inclusion partner). After receiving your resume, Koya will conduct an initial screening and move top candidates forward in the process. Priority will be given to those applications submitted by Tuesday, April 2nd. Therefore, we encourage you to submit yours soon!

If you have any questions about the role, please feel free to email ataleb@koyapartners.com