Job Announcement: New Labor
Donor Relations and Grant Writing
Based in New Brunswick, NJ - remote options

About Us: New Labor is an organization of mostly low wage immigrant workers that educates, organizes and fights for better conditions of work. We are a membership based organization with centers in New Brunswick, Newark and Lakewood, NJ. Our goal is to make progressive change at the local and state levels through member driven training, actions and campaigns.

Position Description: New Labor seeks a donor relations and grant writing professional that has a deep passion for immigrant workers’ rights and understands the way in which funding can move member driven organizing.

Responsibilities

- Collaborate with the Executive Director and other staff to assure that funding and organizing vision is aligned
- Partner with the staff, Executive Director and the “Mesa” (Member driven Board) to build a fundraising committee of members and supporters that assists in the creation and implementation of a comprehensive audience annual fundraising plan. (individual donor, coalition, and grants)
  - Manage volunteers and interns to help with fundraising goals as needed
- Create goals for fundraising annually through the committee and help delegate annual, monthly commitments to different committee members and the general membership base to reach these goals
  - Monthly reflection on goals to produce reports for ED, staff, and Mesa to review

Individual Giving

- Lead donor prospect research and create a shortlist of priority donor relationships as well as a "ladder of engagement" for donors that includes their commitment to give and also their ongoing involvement in the events New Labor is hosting / participation in campaigns New Labor is running
  - Meet prospective donors and supporters on a continual basis to establish effective communications with them.
• Brainstorm donor engagement opportunities at New Labor events, including major donor events like our annual gala.

Public & Private Grants

• Lead the effort to identify sources of funding for New Labor
• Oversee grant seeking including research, proposal writing, and reporting requirements.
• Maintain ongoing grants by checking in with staff tasked to administer tasks through events
• Oversee fundraising database and tracking systems for grants

Special Events

• Support members and other members of staff to spearhead online and in-person fundraisers and special events - like the gala - you will be the facilitator of these events
• Prep members leaders to make public appearances/accept speaking engagements to share information about New Labor with potential donors and sponsors.
• Perform other development-related duties as requested.

Qualifications

• Deep commitment to workers’ right, especially those of BIPOC immigrant workers
• Knowledge of organizing strategies and their overlap with developing donor relationships
• Extensive knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
• 2-3 years of fundraising experience.
• Preferably bilingual - English/ Spanish
• Comfortable working remotely and using online communication tools (G Suite,, Zoom, WhatsApp, Peer to Peer and Broadcast Messaging).
• Experience successfully cultivating and soliciting individual gifts and major gifts.
• Experience securing and managing grants
• Experience writing and overseeing the process for successful grant proposals.
• Direct experience with or knowledge of the U.S. immigration system.
• Strong interpersonal, public speaking and grant writing skills.

SALARY AND BENEFITS

This is a full time union position with medical, dental and vacation.
To apply: Please send cover letter and resume to info@newlabor.org with “Donor Relations and Grant Writing” in the email subject.

New Labor is an equal-opportunity employer. People of color, women, immigrants, indigenous people, and LGBTQ+ people and other oppressed communities are encouraged to apply.