



## **DEVELOPMENT ASSOCIATE**

The Asylum Seeker Advocacy Project (ASAP) at the Urban Justice Center seeks a development associate to join our team! The development associate will work closely with ASAP's co-directors to help grow this young organization and ensure its long-term sustainability. The development associate must be highly organized, independent, and flexible. Their responsibilities will include institutional and individual fundraising, external communications, and administrative support.

This position is full-time with excellent benefits for a one-year period, with the possibility for renewal. Applicants available to work in New York, Chicago, or Washington, D.C. are preferred, but interested candidates based elsewhere are also encouraged to apply! If you have any concerns or questions about timing, length of employment, or location, please email us at [info@asylumadvocacy.org](mailto:info@asylumadvocacy.org).

### **About ASAP**

ASAP works to prevent the deportation of asylum-seeking families through community support and emergency legal aid. We provide rapid representation at a distance, reaching families who could not otherwise access legal services in the United States. Since our founding in 2015, ASAP has prevented the imminent deportation of more than 400 asylum seekers in 26 states, connected more than 2,500 asylum seekers through a supportive online community, and mobilized hundreds of volunteers. ASAP's clients and founders have been featured in numerous publications, including the New York Times, TIME Magazine, and the Chicago Tribune. For more information, visit our website at [www.asylumadvocacy.org](http://www.asylumadvocacy.org).

### **Primary Responsibilities**

- Develop and maintain internal systems to efficiently track and manage donations, volunteers, supporters, and other key information
- Handle external communications, including communicating with donors and responding to general inquiries
- Research fundraising opportunities and manage application processes
- Draft, edit, and proofread funding proposals

- Ensure compliance with grant agreements by timely submitting reports and fulfilling other requirements
- Maintain careful and accurate records
- Provide general administrative support

## Qualifications

- Exceptional organizational skills and attention to detail
- Ability to think creatively, take initiative, and be flexible
- Strong writing and oral communication skills
- Comfort with technology and ability to problem-solve in the face of technical challenges
- Fundraising experience preferred
- Spanish fluency a plus
- Must have a bachelor's degree or higher
- Commitment to ASAP's mission of preventing deportations of asylum seekers across the United States

## Salary and Benefits

Salary commensurate with experience. ASAP offers excellent benefits including health and retirement plans, a flexible work schedule, and vacation/sick leave.

This is a bargaining unit position represented for collective bargaining purposes by the National Organization of Legal Services Workers, UAW, Local 2230.

## How to Apply

Interested applicants should send a cover letter, resume, two references, and a short writing sample (e.g. funding proposal, blog post, or other example of persuasive writing) to: [info@asylumadvocacy.org](mailto:info@asylumadvocacy.org). Please use the subject line "Development Associate Application".

Applications will be considered on a rolling basis and should be submitted no later than August 20, 2018.

*ASAP is an equal opportunity employer. ASAP is an affirmative action employer and strongly encourages immigrants, people of color, people with disabilities, LGBTQ people, women, and all qualified persons to apply.*