



**ASISTA Immigration Assistance**  
**Position: Development & Communications Manager**  
**(Part-Time, 15 hours/week)**

**Application due date: Accepting applications now;**  
**position is open until filled.**

**About ASISTA:**

ASISTA is a national leader in the movement for safety and justice for immigrant survivors of gender-based violence such as domestic violence, sexual assault, and human trafficking. Through policy advocacy, strategic litigation, training, case consultation and intervention, we deploy our specialized expertise to change individual lives and oppressive systems.

Our experience and expertise are situated solidly at the intersection of gender justice and immigrant rights. ASISTA's founders helped write the federal laws protecting immigrant survivors of gender-based violence, including the Violence Against Women Act. We are part of the broader, global movement for racial justice. Our approach is intersectional, holistic, and survivor-centered—elements that make our work, and this movement, stronger and more effective.

Our vision is that immigrants live in a just world free from violence. Our mission is to advance the dignity, rights, and liberty of immigrant survivors of violence. Please see our core values, below, and our anti-oppression statement [here](#). To learn more about ASISTA, please visit our website at [www.asistahelp.org](http://www.asistahelp.org).

**About this position:**

The Development & Communications Manager (DCM) helps to fulfill ASISTA's mission, and supports members and others representing immigrant survivors of gender-based violence in a variety of ways. This position plays a lead role in the areas of fundraising and communications. The DCM reports to the Executive Director and collaborates closely with partners and other ASISTA staff.

**Responsibilities:**

***Fundraising and Development***

- Lead the development and implementation of ASISTA's annual fundraising plan
- Lead the creation and implementation of fundraising campaigns and other efforts in support of the annual fundraising plan, such as year-end appeal and spring campaign
- Collaborate on preparing and submitting applications for new and existing grants and awards
- Work with the Executive Director to identify, cultivate and steward donors
- Lead board and staff fundraising meetings
- Regularly communicate and collaborate with the board on fundraising efforts

***Communications***

- Lead the development and implementation of an annual communications plan for ASISTA to support its programmatic and financial goals, including but not limited to developing and disseminating email outreach, social media, and other correspondence
- Respond to inquiries from the general public
- Oversee the design, structure, and organization of the ASISTA website, with input from other staff as needed. Make non-programmatic updates to the website.

- Coordinate closely with the Program Associate on communications about membership

### **Other**

- Work as a team with ASISTA colleagues to carry out organizational, programmatic, and financial goals, including backfilling for colleagues as appropriate to facilitate continuity
- Manage interns and volunteers supporting your role as possible and necessary
- Fulfill all government and funder reporting obligations as appropriate
- Attend required meetings, including ASISTA virtual staff meetings and in-person board meetings

### **Approach:**

The DCM is expected to fulfill their responsibilities with an approach that reflects the following:

- A deep commitment to dignity and justice for immigrant survivors of violence and to ASISTA's mission, vision, and core values;
- A deep respect for immigrant rights and racial and gender justice;
- A spirit of positive collaboration and teamwork, both internally with all ASISTA team members and externally with partner organizations and others;
- A commitment to proactive problem-solving;
- Strong integrity;
- Self-motivation; and
- Solid organizational skills.

### **Qualifications:**

The ideal candidate will possess the following qualifications:

#### **Required**

- A track record of successful nonprofit fundraising
- Proficiency with Canva or similar, social media platforms, and other communications tools
- Excellent communication skills (both verbal and written)
- History of effective collaboration
- Demonstrated ability to work independently and be supervised remotely

#### **Preferred**

- Bi- or multi-lingual

### **Characteristics:**

The ideal candidate for this position possesses the following characteristics:

- Strong integrity
- Relationship-builder
- Goal-oriented
- Self-motivated

### **Geographic Location:**

ASISTA operates in a remote office environment, with staff located in California, Massachusetts, New York, Virginia, Wisconsin, and Texas. The new Development & Communications Manager's location is flexible.

### **Notes:**

- Some travel may be required.
- The above statements are not intended to encompass all functions and qualifications of

this position; rather, they are intended to provide a general framework of the requirements of the position. The Development & Communications Manager may be required to perform other functions not specifically addressed in this job description.

**Salary and Benefits:**

This is a part-time position (43% FTE), working 15 hours per week of ASISTA's typical 35-hour work week. The rate of pay for this position is \$37/hour, with benefits including holidays and other paid leave time.

**To apply:**

The position is open until filled, and candidates are encouraged to apply as soon as possible. ASISTA operates in a collaborative, inclusive, and respectful work environment and seeks to hire and retain staff whose diversity reflects the communities we serve. We encourage candidates from all backgrounds, experiences, abilities and identities to apply. To apply, please send a resume and cover letter to [kirsten@asistahelp.org](mailto:kirsten@asistahelp.org) with subject line "Development & Communications Manager Position."

**ASISTA's Core Values:**

- **Diversity:** We understand the intersecting nature of multiple forms of identity and oppression, and we believe that our efforts can only succeed when they amplify a wide range of perspectives and voices.
- **Collaboration:** We believe in building innovative partnerships and working collectively to confront the systemic injustice harming immigrant survivors.
- **Survivor-Centered:** We hold the experience of immigrant survivors, their strength and their resilience at the core of all we do.
- **Justice:** Our work is rooted in our efforts to eradicate inequality and systems of oppression, including patriarchal and white supremacist structures.
- **Integrity:** We promote transparency by engaging internally and externally with honesty, dignity, and respect for all.
- **Impact:** We know that expertise enhanced by creativity and tenacity leads to meaningful change for survivors.
- **Sustainability:** We believe the movement to advance lasting success for immigrant survivors must comprise healthy organizations that value their employees and partners.