



Position Title: Development Director

Job Type: Full-time, hybrid schedule. Occasional evening/weekend hours for special events

Compensation: \$75,000-\$85,000 annually, depending on experience and qualifications

Benefits: Benefits: Health insurance reimbursement through a Health Reimbursement Arrangement (HRA), retirement plan with employer match, and paid time off

The Berkshire Immigrant Center (BIC) is seeking a highly organized, detail-oriented professional who excels at building meaningful relationships with constituents and volunteers to join our leadership team as the **Development Director** to oversee all fundraising efforts. This role combines strategic planning with hands-on execution and offers the opportunity to make a meaningful, community-facing impact in support of BIC's mission. As immigration processes grow more complex, fundraising helps BIC sustain and expand access to immigration legal services, keep the community informed, and adapt programs as needs evolve. Philanthropy keeps client costs low, supports free citizenship preparation classes, and increases emergency assistance for basic needs such as rent, utilities, and application fees. It also strengthens BIC's long-term sustainability by expanding our immigration legal capacity, deepening connections, and building the resources that uniquely position us to serve immigrant families across the region.

Fundraising at BIC is a shared effort. The Executive Director (ED) is actively involved in major donor strategy, solicitations, and grant development, while the Board supports cultivation and outreach. The Development Director reports directly to the ED and is supported by a part-time Development Assistant.

Primary Responsibilities

- Partner with the Board of Trustees, ED, and Development and Benefit Committees to design and implement a comprehensive development program that increases annual revenue.
- In alignment with the Strategic Plan, help develop and implement a long-term fundraising strategy with the ED and external consultant.
- Meet regularly with the ED to review progress toward goals, monitor revenue, and adjust priorities as needed.
- Lead execution of the Annual Appeal and a signature spring fundraising event.
- Manage donor database operations (Little Green Light), including gift processing, acknowledgments, reporting, and mailing lists.
- Cultivate and steward donors while managing a portfolio of prospects and supporters.
- Research prospective funders; write and submit grant proposals and reports; and maintain strong relationships with foundation and institutional funders.
- Support communications and campaign messaging across email, social media, and other channels.
- Serve as an ambassador for BIC in the community, building relationships with individuals, foundations, businesses, and community partners.

Board of Directors

Kate Barton, Tack Burbank, Auric Enchill, Gloria Escobar, Josh Hochberg, Ahmed Ismail, Roberta McCulloch-Dews, Marianna Poutasse, Susan Puddester, Dave Russell, Erin Seagrave, Stan Shapshay, Carole Siegel, Saruda Simonson, Joe Zlatnik

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Qualifications

- Bachelor's degree or equivalent combination of education, training, and experience.
- 3–5 years of nonprofit development experience with demonstrated fundraising execution.
- Proven success securing grants and individual gifts in the four- and five-figure range.
- Experience planning and executing an annual appeals and events.
- Strong writing and editing skills for proposals, appeals, and donor communications.
- Technologically proficient, including constituency management systems.
- Strong project management skills, ability to prioritize and manage multiple deadlines.
- Ability to work independently while collaborating effectively with the ED, Board, and volunteers.
- Commitment to ethical, non-extractive storytelling, client confidentiality, and cultural humility in an immigrant-serving context.
- Strong local/regional network and familiarity with local and regional funders is a plus.
- Multilingual skills, particularly Spanish, are a plus.

Apply

Interested candidates can either submit a cover letter or choose to answer any of the following questions:

- How do you approach donor and grant storytelling for immigrant-serving work in a way that is accurate, dignified, and non-extractive? Share a brief example.
- Tell us about a fundraising initiative you planned and executed end to end at a small or mid-sized nonprofit. What was your role, what systems or tools did you use (CRM, calendars, stewardship plans), and what were the results? Please include specific outcomes if available.
- Tell us about a complex grants situation you managed, such as a tight turnaround or multi-partner grant. What steps did you take from prospecting through reporting, and what did you learn?

Please submit the cover letter or answers along with a resume to Megan Donovan at megan@chestnutconsultingllc.com. Applications will be reviewed on a rolling basis until the position is filled.

Berkshire Immigrant Center

The mission of the Berkshire Immigrant Center (BIC) is to advocate for the rights of immigrants by helping them navigate the U.S. immigration system through affordable legal services, education, and access to local resources. Our work helps individuals and families overcome financial and cultural barriers while strengthening civic engagement and expanding opportunity in our community.

BIC serves more than 800 individuals annually from over 60 countries in several languages. We are the only nonprofit in Berkshire County recognized by the U.S. Department of Justice to provide immigration legal services. Founded in 1997, BIC became an independent 501(c)(3) organization in 2021. BIC is an equal opportunity, affirmative action employer committed to fostering a diverse and inclusive workplace.