



Short-Term/Part-Time Fund Raising Position Available

Northern Illinois Justice for Our Neighbors (NIJFON) welcomes immigrants into our communities by providing free, high-quality immigration legal services, education, and advocacy. We are an independent non-profit 501c3 organization with strong connections to the Northern Illinois Conference of the United Methodist Church and a national network of Justice for Our Neighbors. We are a small organization that started in Illinois in 2011 and currently have two immigration attorneys (including Supervisory), one paralegal, and an executive director.

The Justice for Our Neighbors Ministry program, founded in 1999 by the United Methodist Committee on Relief, has served thousands of immigrants throughout the United States. The National JFON office supports dozens of JFON sites throughout the country. Additional information can be found at nijfon.org.

We represent low-income immigrants throughout Northern Illinois, currently operating clinics in Aurora, Rockford, Chicago, Buffalo Grove and Crystal Lake. In addition to legal services provided by skilled attorneys, staff and volunteers at NIJFON advocate for immigration reform that reflects our shared values of fairness and equality. We take every opportunity to educate our communities about immigration issues and laws. We strive to keep families together, and to provide our immigrant neighbors with hospitality, compassion, and respect. Please see our website nijfon.org.

Fund Raising Position:

Due to the Covid-19 crisis we are unable to host two in-person fund raising events during the last several months of 2020 that have netted approximately \$50,000 during each of the last two years.

To achieve this lost but needed income we are seeking to hire a part-time Fund Raising Consultant (FRC) to work from July-December 2020 to help us raise \$70,000 mostly from past and current donors including individuals and local churches. This FRC will work about 15 hours per week through the end of 2020.

This FRC will work from home. Some local travel may be required.

While this work will focus on raising funds during 2020, it is our hope that foundations laid now will continue to mature and evolve in order to generate increased giving from individuals and churches into subsequent years.

The FRC will work closely with the Executive Director of NIJFON and the Board of Directors to implement this initiative. A "Scope of Work" document is available which provides more details about this project.

Compensation will be based on experience

GENERAL REQUIREMENTS

The consultant should have a strong background in fundraising.

Justice for Our Neighbors is more than a legal service project. It is a faith-based ministry of service involving many diverse individuals, cultures and faiths who come together as people of faith to welcome newcomers to our community. As such, the consultant should have an appreciation of the spiritual principles of this work and an ability to work sensitively with staff and board having diverse personalities, lifestyles, cultures, political orientations and faiths.

It is the policy of NIJFON to recruit, employ, utilize, recompense, and promote our professional staff in a manner that does not involve segregation or discrimination on the basis of race, color, age, sex, or disability, including HIV status, or sexual orientation.

In addition, NIJFON complies with all governmental non-discrimination rules for its employment locations, including those for citizenship status, ancestry, religion, sexual orientation, gender identity, and marital status.

If interested, please send resume to Claudia Marchan at claudia.marchan@nijon.org. You may also email Claudia to request the “Scope of Work” document.