



JOB DESCRIPTION: Development Consultant

About Green Card Voices

Founded in 2013, Green Card Voices (GCV) uplifts immigrant and refugee voices through first-person storytelling. Through bilingual books, youth anthologies, video narratives, traveling exhibits, Story Stitch programs, and educator partnerships, GCV advances belonging, equity, and connection nationwide. As GCV continues to grow, strengthening individual giving and sponsorship revenue is essential to long-term sustainability.

Position Overview

Green Card Voices is seeking a Development Consultant to lead and execute our individual giving and sponsorship fundraising efforts. This time-limited consulting role is focused on increasing contributed revenue while building fundraising approaches that GCV can sustain beyond the consultant's term. The Development Consultant will combine strategy with hands-on fundraising, actively cultivating middle and major gift individual donors, securing sponsorships, and leading key fundraising campaigns such as Give to the Max Day in November, end-of-year fundraising, and the Becoming Neighbors event.

Contract term: One year

Reports to: Co-Executive Directors

Works closely with: Board members, development volunteers, communications staff

Strong performance and organizational need may create the opportunity for this role to grow into a longer-term position, though continuation is not guaranteed.

Why This Role Matters

GCV has a committed base of supporters and increasing visibility, but long-term sustainability depends on a more intentional and proactive approach to individual giving and sponsorships. This role exists to grow revenue, expand GCV's donor and sponsor pipeline, and strengthen fundraising efforts and processes that directly support the organization's future.

Core Responsibilities

Individual Giving Strategy & Fundraising

- Develop and execute GCV's individual giving strategy, with responsibility for increasing revenue
- Identify and actively cultivate a pipeline of prospective mid-level and major individual donors
- Lead donor outreach and relationship-building in partnership with leadership and the board

Campaign Leadership & Revenue Growth

- Lead the strategy and execution of Give to the Max Day and end-of-year fundraising campaigns
- Drive donor outreach and stewardship to maximize campaign participation and dollars raised

Sponsorship Strategy & Securing Support

- Lead sponsorship strategy and outreach for the annual Becoming Neighbors event
- Identify, pursue, and secure corporate, foundation, and community sponsorships

CRM Use & Fundraising Intelligence

- Use CRM data to inform prospecting, segmentation, and fundraising decisions
- Ensure donor and sponsor information supports active relationship management

Success Benchmarks:

- Measurable growth in individual giving and sponsorship revenue contributing toward the organization's approximately **\$100,000 annual individual giving and event-related fundraising goal**
- Increased donor retention and repeat giving
- An actively cultivated pipeline of prospective major gift level individual donors
- Successful execution of Give to the Max Day and end-of-year campaigns with clear revenue outcomes
- Secured sponsorship dollars for the Becoming Neighbors event that exceed prior two years
- Clear documentation and recommendations to support continued fundraising growth beyond the contract period
- Implementation of CRM system and processes for long-term maintenance of donor database

Qualifications

Required

- 5+ years of experience in nonprofit fundraising, individual giving, or development
- Demonstrated experience cultivating donors and securing sponsorships
- Experience securing mid-level or major gifts
- Strong understanding of campaign-based fundraising
- Ability to balance strategy with direct fundraising execution
- Comfort using a CRM as a strategic fundraising tool
- Strong relationship-building and communication skills

Nice to Have

- Experience securing mid-level or major gifts
- Experience working with boards on fundraising
- Familiarity with immigrant-serving, youth-focused, education, or arts organizations

Compensation & Structure

- One-year consultant contract (April 2026-April 2027)
- Compensation: \$65-\$75 per hour (based on experience)
- Estimated hours: 15-18 hours per week
- Location: Remote, with some in-person meetings and events (Minnesota-based preferred)

Interested in becoming part of Green Card Voice's team to further our mission?

Please submit a resume and a brief statement of interest outlining relevant experience to:
Aaliyah Hannah, Co-Executive Director, Green Card Voices, aaliyah@greencardvoices.org

Please submit an application by March 29th at 11:59PM for consideration. Interviews will begin the first week of April.