



justice, hope & safety

**Job Announcement
Development Associate
July 2026**

The Political Asylum/Immigration Representation Project is the leading provider of pro bono representation to low-income asylum-seekers and immigrants unjustly detained in Massachusetts.

Job Title: Development Associate

Reports To: Development Director

Position Status: Full-time; Non-Exempt

Position Description

As a contributing staff member of PAIR, the Development Associate will support the overarching mission of the organization and help PAIR to financially sustain its goal of ensuring PAIR clients receive high-quality legal representation as they seek asylum and other related forms of humanitarian relief in the United States. The Development Associate has the primary responsibility of helping to implement a comprehensive fundraising strategy for PAIR. The position will work to expand PAIR's funding supply, namely by focusing on individual donor development; plan and execute fundraising campaigns and special events; support the branding and marketing of PAIR; and provide support on grants and foundation relations. The position is a hybrid work model of both remote work as well as work in the office (2 days/week), which includes on-site at partnering stakeholder's place of business (such a community partner or vendor site) when necessary.

The Development Associate will work under the supervision and direction of the PAIR Development Director to conduct the following activities:

- Manage, with support of the Development Director, all individual donor cultivation and fundraising efforts
- Serve as a strong ambassador of PAIR, building donor relationships through engagement, solicitation, and stewardship activity

- Support existing donor network by leading outreach, correspondence, follow-up and next steps; identify opportunities and execute plans with the goal of increasing giving from existing donors
- Develop lead lists of potential donors and execute outreach plans to successfully increase new donors
- Work closely with the Development Director to plan, organize, implement, and/or attend special events
- Support all logistics of fundraisers including Annual Appeal, 'I Make Justice Happen' Campaign, Annual Gala, and other special events
- Advocate for PAIR to funders, potential donors and during outreach events
- Support creation and maintenance of PAIR's Development Calendar and grant reporting
- Conduct ongoing grant research and write grant proposals to new prospective funders with the Development Director
- Assist with grant proposals and reports to PAIR's core funders
- Support PAIR public presence including social media, website, and brand design
- Support PAIR marketing strategy; design and prepare PAIR's marketing materials
- Prepare Annual Report
- Serve as administrative support to maintain PAIR's donor database, including maintaining up-to-date donor contact information, recording donations, generating thank you letters, maintaining active mailing lists, generating reports, generating mailing labels, etc.
- Maintain organized electronic and physical fundraising files and records
- Support Development Director to prepare background reports for fundraising meetings attended by Executive Director/PAIR Board members
- Respond to requests for information by mailing or emailing PAIR publications and information or by telephone
- Maintain effective communication with internal and external stakeholders; work with all staff to maintain a steady stream of information that can be used to effectively showcase the programs' accomplishments
- Perform other duties as needed, including duties as part of PAIR's overall staff

Qualifications

Bachelor's degree

At least 2-3 years of non-profit development experience preferred

Massachusetts residency required

Experience managing successful fundraising campaigns, cultivating individual gifts, developing donor strategies, stewarding donors, and developing donor research profiles

Experience coordinating and planning events

Ease and facility with social media and web-based platforms

Proficiency in Google Suite and Microsoft Office; ability to learn new software and programs quickly

Experience with fundraising platforms/donor software

Experience with website development and content management

Experience with Salesforce, Adobe, Constant Contact, Canva or other graphic design software

Creative and collaborative thinker with a strong interpersonal and problem-solving skills

Excellent oral and written communication skills, with the ability to balance competing priorities and deadlines and strong attention to detail

Commitment to PAIR's mission and dedication to protecting immigrants' rights

Cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population is required

Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary is commensurate with experience (target range is from \$67,000 - \$71,000).

Hours:

40 hours per week, hybrid schedule

Benefits:

PAIR offers generous benefits including health insurance (currently 100% premium covered for employee only), dental and vision insurance (currently 50% premium covered), 20 days paid PTO, 10 sick days, 13 paid holidays, summer half day Fridays, 403(b) plan, short & long term disability, Paid Family/Medical Leave through MA DFML, professional development, Employee Assistance Program (EAP), and group life insurance.

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. We encourage all people to apply, including Black, Indigenous, and People of Color (BIPOC), immigrants, people of all gender identities, and LGBTQ+ candidates. Nominations or applications, including a cover letter, resume, and 3 references, should be sent to career@pairproject.org.

By submitting an application to PAIR, you are confirming that everything included in your application is true and correct to the best of your knowledge.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.