



TENNESSEE  
**Immigrant  
& Refugee  
Rights**  
COALITION

**Position: Development Fellow**

Part-Time Paid Fellowship, Based in Nashville at TIRRC's headquarters.

Work Schedule and Pay: \$17.40/hr, 15 hours/week for 12 weeks, with possibility of extension.

**Background:**

The Tennessee Immigrant & Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration whose mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive.

**Fellowship Description:**

The position will include helping further develop and execute TIRRC's fundraising and member recruitment efforts. In July and August, the fellow will specifically focus on recruiting local immigrant and refugee owned businesses for TIRRC's annual InterNASHional Night Market. The fellow will explore creative strategies to better communicate and engage current members, and donors in order to increase retention. The fellow will learn about nonprofit management by helping with the behind-the-scenes work at TIRRC!

**Responsibilities may include:**

- Assist with communication to new members and donors;
- Prepare materials for communications/social media regarding events;
- Help communicate events and engagement opportunities to TIRRC's members;
- Research donor and member recruiting strategies to continue fundraising efforts;
- Assist with logistics for fundraising events;
- Recruit small immigrant and refugee-owned businesses for TIRRC's InterNASHional Night Market;
- Assisting the development team to organize multifaceted events;
- Research potential new donors;
- Data entry, filing, and other administrative tasks.

**Qualification & Experience:**

- Belief in TIRRC's mission and commitment to social justice;
- Ability to establish and maintain positive working relationships with diverse communities;
- Strong communication skills;
- Ability to take initiative and strong time management skills;
- Proficiency with computers, Google Suite, or other office productivity tools, with aptitude to learn new software;
- Fluency in English required and another language preferred;



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- Must have reliable transportation.

**Pay and Benefits:**

- Compensation: Hourly rate \$17.40/hr 15 hours a week
- Benefits: Paid sick time commensurate with the number of hours worked and 24/7 access to Employee Assistance Program.
- Letters of recommendation provided upon successful completion of the fellowship.

**To apply, please send your resume and cover letter to Cesar at [Cesar@tnimmigrant.org](mailto:Cesar@tnimmigrant.org).**

Please detail why you think you are the right candidate for this position and organization, addressing the points listed above and highlighting your experience working in immigrant communities and your knowledge of technology-based products and programs. Please, no phone inquiries. The position will remain open until filled.