



Job Description: Development Director

The Latino Donor Collaborative (LDC) is a growing and dynamic 501(c)(3) non-profit organization dedicated to reshaping the perception of Latinos as part of the American social mainstream. We do this through a nonpartisan agenda that includes outreach to influential people in media, advertising, politics, corporate America, and civil society by confronting stereotypes with **original fact-based economic data that brings understanding and appreciation of the actual roles being played by Latinos in society, politics, and commerce.** With its reputation for actionable research, the LDC's reports are distributed among top decision makers and resource allocators in the country and are covered by most of the economic mainstream media in America. We promote transformational change through research, convenings, and advocacy to empower results in the New Mainstream American economy of the 21st century.

The LDC seeks to hire a **DEVELOPMENT DIRECTOR** to scale up the fundraising operation of the organization with the goal of supporting the LDC 2021 and 2022 strategic plan. The LDC development manager has sense of purpose and direction and is confident in the knowledge that the work he/she does contributes to the greater good. Our development manager helps the LDC grow by helping us understand our potential donor pool, cultivating and engaging it. He/she holds a vital role in planning events and coordinating other activities to encourage donations and help us move toward our goal of improving the community's lives.

The ideal candidate will be an outgoing relationship-builder that is responsible for all partnerships and fundraising related to the organization. You will identify prospects and build a pipeline of talent that will help accelerate the company's financial growth.

THE FUNDRAISING DIRECTOR WILL:

- Develop and execute LDC fundraising program for growth
- Research potential donors to gain insight into needs, beliefs, and donation habits to understand how to position our organization to them
- Cultivate foundations, corporate donors, and high-capacity philanthropists

- Raise funds for our cause and regularly meet or surpass fundraising targets
- Write funding proposals and get them to potential sponsors
- Create new methods to raise funds for our organization
- Leverage technology and social media where possible to improve fundraising activities
- Plan and coordinate events meant to raise funds and coordinate activities of volunteers and interns related to event planning and execution
- Create marketing materials, like flyers and brochures, to be used for the promotion and implementation of events and other fundraising pushes
- Organize campaigns that will lead to scaling up our impact
- Metrics: Analyze the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved. Write a monthly fundraising efforts report
- Database: Create and Maintain complete and orderly records of donors and manage regular donor communications
- Form new donor relationships on a regular basis
- Build upon existing donor relationships
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities
- Identify fundraising trends
- Manage one or two interns
- Keep the LDC up to date with new methodology, tools, and fundraising innovation
- Maintain standards and best practices
- Provide ad hoc fundraising support to Executive President
- Work with the rest of the executive LDC team to promote, distribute and sustain the LDC research
- The person hire will have the opportunity to stretch and improve his/her communication and leadership skills and organizational capabilities in this pivotal role

QUALIFICATIONS:

- Minimum of five years of job experience with professional fundraising and/or sales
- Excellent written and verbal communication skills
- A self-starter with strong initiative and the willingness to be hands on and the skills to realize his/her vision
- Strong leadership qualities

- Professional knowledge and experience promoting research
- Professional knowledge of the Latino community in America
- Proven to perform under pressure, possessing exceptional organizational and presentation skills
- Creativity and persuasion skills
- Outgoing, yet poised personality
- Ability to conduct and lead independent fundraising using primary sources and any other necessary means
- Top-notch project management skills
- Extremely reliable and discreet
- Detail-oriented, very precise
- Ability to manage interns
- Must feel comfortable working alone, communicating via email and phone
- Strategic and quick thinker and ability to make decisions under pressure
- **Must have ethical behavior to be consistent with the standards and the values of the organization**
- Must be an intermediate to advanced user of a variety of computer software applications for word processing, spreadsheets, database, and presentation software (MS Word, Excel, and PowerPoint)
- Ability to be flexible to manage multiple competing tasks and demands while prioritizing the work
- **Commitment to the mission of the LDC**

Note: This job specification should not be construed to imply that these requirements are the exclusive standards of the position

WORKING CONDITIONS:

- Reports to the Executive President
- This is a remote position
- Full-time (40 hours/week) standard work week
- All work is in English. Spanish is not required but cultural fluency is needed

SALARY OFFERED: \$70-80,000

CONTACT:

Please send a resume and cover letter to Armando Zumaya at aez2@hotmail.com