



...facilitating full Latino participation in the American political process, from citizenship to public service

JOB ANNOUNCEMENT

Please post and circulate

Senior Director of Development

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the participation of Latinos in the nation's civic life. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latinos into the American political system, providing technical assistance and leadership and governance training to the nation's Latino elected and appointed officials, and conducting research and policy analysis on political access issues.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 28-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, Orlando, New York City and Washington D.C. It employs about 55 full-time staff with an annual budget of \$9 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance, and retirement coverage.

The Position

The Senior Director of Development reports to the Executive Director and is a member of the senior management team with primary responsibility for the fund development and special events functions of the organization, managing a department of six staff members. The Senior Director of Development will build and lead the organization's development strategy, including individual giving, corporate development and foundation grants. The Senior Director also oversees and manages all the special events functions of the organization, including the planning and implementation of receptions, galas, and the special events and logistics of the NALEO Annual Conference. As a prominent leader and member of the NALEO Educational Fund's Executive Team, the Senior Director will foster a culture of collaboration and teamwork within the organization. In addition, the Senior Director of Development will be responsible for developing annual revenue projections, planning and implementation of strategies to develop donors and contributions to support the organization, and a strategic plan to annually increase fundraising goals from a base of \$9 million annually. The Senior Director of Development is ultimately accountable for the oversight of all existing and new fund development strategies, securing gifts for the organization to increase reserves and maintaining excellent donor relations. This position provides strategic direction, ensuring that Department staff have clearly defined goals designed to advance and support the organization's strategic objectives, and will maintain accountability and compliance standards for donors and funding sources. The Senior Director of Development ensures that all of the organization's fund development and special events functions are fully aligned with the organization's branding and messaging elements and goals. This is a full time position, salary commensurate with experience and qualifications.

Duties and Responsibilities

- Expertly supervise and lead a development team of six to meet the organization's fundraising and special events goals;
- Maintain a comprehensive and thorough knowledge of the NALEO Educational Fund's programs for the effective solicitation of contributions through a variety of traditional avenues and innovative strategies;
- Write persuasive, compelling, and substantive grant requests, reports, documents and other correspondence;
- Work closely with the Executive Director and the Deputy Executive Director in researching and identifying prospective donors, developing strategies and preparing proposals and report packages;
- Work closely with the Board of Directors to garner 100% Board giving/getting participation and serve as the staff liaison for the Board's Development Committee;

- Oversee the maintenance of a tracking system to monitor grant proposals and report status including submission, responses, renewals and reporting requirements;
- Write correspondence for the Executive Director, and Board members as needed;
- Supervise the solicitation of in-kind gifts of equipment, products or services and correspondence related to the solicitation of contributions for NALEO's special events;
- Prepare reports for the Board of Directors and Executive Director;
- Participate in Board meetings, Senior Management meetings, and Development meetings;
- Meet, interact, and cultivate relationships with Corporate and Foundation philanthropic staff;
- Travel on behalf of the organization as needed throughout the year.

Qualifications & Skills

- Bachelor's degree; Fundraising Certification preferred;
- Minimum of seven years development experience in a non-profit or similar environment that included responsibilities leading development efforts and supervising staff;
- Knowledge of grant proposal and report requirements required by private foundations and corporations;
- Knowledge of local, state and national Latino issues and their relationship to the NALEO Educational Fund's mission;
- Superior writing and verbal skills;
- Ability to write decisive, grammatically correct substantive and persuasive grant proposals, reports, documents and correspondence;
- Ability to understand target audiences, apply ideas, thoughts & concepts to successfully develop fund raising strategies that articulates our work;
- Resourceful and creative with attention to detail;
- Ability to work in a fast-paced environment;
- Ability to lead a team comprised of professional and support staff in accomplishing responsibilities;
- Ability to meet deadlines and work on multiple projects simultaneously;
- Good working knowledge of office software including Microsoft Word Office, Access, Donor Perfect;
- If a driver, must have a valid driver's license with proof of automobile insurance coverage;
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds;
- Supportive of the mission and philosophy of the NALEO Educational Fund.

PLEASE SEND COVER LETTER, RÉSUMÉ, AND SALARY HISTORY TO:

Angela Weimer, National Director of Human Resources and Administration
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The NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status.