



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

JOB ANNOUNCEMENT

Please post and circulate

Senior Manager 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 assistance and 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 Manager of Development reports to the Senior Director of Development manages the portfolio of corporate donors and prospects in the range of \$10,000 to \$100,000, and mentors, supervises and supports the development team in achieving organizational fundraising goals through the NALEO Annual Conference, sponsorship opportunities at other special events and NALEO Policy Institutes; interacts with members of the NALEO Educational Fund and NALEO Boards of Directors and NALEO Annual Conference Host Committees, providing information, support and guidance to secure and ensure their participation and success. The Senior Manager of Development will work with program staff to design creative giving opportunities and forge partnerships with corporate prospects, coaching staff on preparing specific information required for program grants for their areas. S/he will prepare monthly reports and oversee the donor renewal system and schedule. This is a full time position, salary commensurate with experience and qualifications.

Qualifications & Skills

- Bachelor's degree; Fundraising Certification a plus;
- Minimum of four years' experience in a non-profit or similar environment that included fund development;
- Demonstrated success in developing fundraising strategies to individuals, foundations, and corporations;
- Experience writing decisive, grammatically correct, substantive and persuasive proposals, reports, and correspondence;
- Resourceful and creative with attention to detail;
- Ability to work in a fast-paced environment;
- Experience in working with and mentoring staff to accomplish tasks and build a team environment;
- Ability to meet deadlines and work on multiple projects simultaneously;
- 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
NALEO Educational Fund ♦ 1122 W. Washington Blvd., 3rd Floor ♦ Los Angeles, CA 90015
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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.