



# CENTRO LATINO AMERICANO

## **Job Opening: Development Director**

### **Position Summary**

Centro Latino Americano (CLA), in partnership with Downtown Languages and Huerto de la Familia, is a dynamic social justice collaborative with a history of effective fundraising. We are seeking someone interested in leading the co-creation of a more robust and comprehensive fund development program.

The Development Director is responsible for leading and expanding CLA's ongoing fundraising initiatives and activities to fully support the work of CLA. The Development Director will lead all aspects of individual giving, oversee and grow CLA's diverse funding portfolio including federal and state funding, private grants, major gifts, special events, individual giving and more.

The Development Director will report directly to the organization's Co-Executive Directors and will be a part of the leadership team. This position requires strong skills in relationship building, grants administration, writing, project management, financial tracking, communication and collaboration. This position will play an essential role in creating a more sustainable and diverse stream of funds. Applicants must have a strong commitment to empowering Latino and immigrant families.

Preference will be given to applicants who are bilingual and have previous experience working with Latino and immigrant communities. We are an equal opportunity employer and encourage people of color, immigrants, people with disabilities, and gender non-conforming individuals to apply.

Staff are currently working remotely. Physical offices located in Eugene and Springfield, Oregon.

### **Primary Responsibilities**

- Develop an annual fundraising plan and manage the execution of the plan.
- Coordinate and manage annual giving campaigns, special fundraising events, and targeted fundraising and cultivation events by developing/sending mass mailings, crafting ask letters, segmenting donor lists, social media outreach, and other efforts.
- Manage the major gifts program including growing the major donor portfolio through identification, cultivation, solicitation, and stewardship.



United Way of Lane County

344 West 5<sup>th</sup> Ave Eugene, Oregon 97402 - Phone: 541-687-2667 Fax: 541-284-2139

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- Manage the grant portfolio and carry out grant activities including research, writing, and reporting.
- Manage all components of the grants cycle, including pre-award budget development, post-award monitoring, sub-contract management, reports, renewals, and closeout procedures. This will require collaborating with legal and advocacy staff to monitor active grants and prepare reports. Liaison with grants managers.
- Work with the Co-Executive Directors and the Finance Manager on audits and other financial reporting requirements.
- Direct capital campaigns and other major fundraising drives.
- Work with the Fund Development Committee of the Board, and volunteers.
- Manage donor database.
- Assist in the preparation of the annual budget and budget modifications.
- Persuasively write other communication materials in support of fundraising activities.

**Note:** The summary of key responsibilities is intended to describe the general content of this position. It is not intended to serve as an exhaustive statement of duties. Specific tasks and responsibilities will be provided by the position's supervisor.

### **Required Qualification**

- At least 3-5 years of experience as a development director (including grants management) or relevant experience.
- Minimum education requirement: Associate degree, preferably with focus in nonprofit administration, business administration, or other related field of study.
- Fully embrace and be committed to the mission of CLA and is able to clearly articulate our values and vision to a variety of constituent groups.
- Knowledge and experience in fundraising best practices, particularly major gift fundraising and grants management.
- Experience in managing federal grants.
- Experience with special event management and planning.
- Clear understanding of ethics and use of discretion with donors, prospects, volunteers and others.
- Extreme orientation towards detail and organization.
- Exhibit consistent, reliable follow through on tasks and goals.
- Excellent verbal and written communication skills and interpersonal skills.
- Ability and comfort with prioritizing competing deadlines and managing multiple projects.
- Must have a valid driver's license, reliable transportation and be available to work occasional evening and weekend hours as needed. If offered the position, must pass the mandatory background check.



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## Success Factors

The successful candidate will build upon our fundraising assets in order to create a more comprehensive development program. They will have the ability to work in a team and receive constructive feedback. They will assess the interests of various audiences and communicate in a clear manner to compel individuals to action, along with comfort in initiating donor engagement and building external relationships. They will provide professional representation of organization's new brand and incorporate brand identity into development activities. They will demonstrate the ability to think and act strategically and creatively. Finally, they will have experience with social media platforms.

## Salary and Benefits

The salary range for this position is \$50,000 – \$58,000 based on 1.0 FTE and commensurate with applicant's experience. This position will be a .80 to 1.0 FTE depending on the applicant's preference. CLA offers a highly competitive and generous benefits package, including medical/dental/vision, generous PTO, Federal holidays, and 401k match. CLA provides a work environment that encourages health and self-care.

**Application Deadline:** Sunday, February 21

**Anticipated Start Date:** Immediate

**To Apply:** Please email PDFs of your cover letter, resume, and a writing sample (i.e., annual fundraising letter, grant proposal, campaign materials, no longer than 2 pages) to [dsaez@centrolatinoamericano.org](mailto:dsaez@centrolatinoamericano.org). Please include the job title in the email subject line. If selected for an interview, you will be requested to provide success metrics from past development work and three references.

\*\* Applications will be considered on a rolling basis until the position is filled.

**Who We Are:** CLA is an equal opportunity employer. We value a diverse work force reflective of the diverse communities we serve and support, with regard to race, culture, national origin, sex, age, disability, marital status, sexual orientation, gender identity, prior record of arrest or conviction, citizenship status, caregiver status. CLA works to advance racial justice and equity. We value diverse experiences, including with regard to educational background and legal system contact, and depend on a diverse staff to carry out our mission.



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