



ASSOCIATE DIRECTOR OF DEVELOPMENT

ORGANIZATIONAL DESCRIPTION: Founded in 1994, the mission of the National Latina Institute for Reproductive Health (NLIRH) is to ensure the fundamental human right to reproductive health for Latinas, their families, and their communities through public education, policy advocacy and community mobilization.

NLIRH seeks a highly-qualified development professional to assist in the direction of the fundraising operations for the organization, thereby supporting the Executive Director, Deputy Director and the Board of Directors in the ongoing maintenance and expansion of the organization's fundraising program. The Associate Director of Development will be charged with supporting NLIRH's fundraising efforts with foundations and individuals throughout the U.S. and with board members and other stakeholders. The position reports to the Deputy Director.

Position Location: New York City

RESPONSIBILITIES INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

Overall Departmental Management:

- Work with Executive Director and Deputy Director to plan, develop, and implement all fundraising activities;
- Work collaboratively with grant-funded Fundraising/Board Development consultant, as well as with staff and vendors, to implement NLIRH's strategic fundraising goals;
- Supervise Communications and Development Associate and intern;
- Manage departmental budget and work closely with Operations Manager on reporting and tracking expenses;
- Work with Operations Manager on managing the fundraising database;

Grants Management:

- Grant writing and reporting on existing and future foundation grants;
- Identifying and researching new grant opportunities from U.S. sources;
- Maintain development calendar, including tracking all proposal and report deadlines, direct mail campaigns and special events;

Board Relations:

- Serving as Board liaison and managing board members' fundraising commitments;
- Staffing Board Development Committee in preparing meeting materials and agendas, drafting meeting minutes, following up with individual Committee members on their tasks;

Individual Donor Maintenance & Cultivation:

- Management of individual donor program established in 2010;
- Strengthening and maintenance of existing database where it pertains to donor program, fundraising and outreach appeals;
- Supervise the research of prospects and their capability to give;
- Providing Executive Director, Deputy Director and Board members with necessary background and materials for personal solicitations to prospective supporters;
- Attending cultivation and solicitation meetings, where appropriate;
- Maintaining follow-up with foundation officers, individual donors and prospects;
- Supervise written donor acknowledgement letters;
- Drafting annual reports for donor and prospect pool;
- Supervise the management of postal and electronic appeals to donors and prospects, including year-end letter;



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- Direction of cultivation and fundraising events;
- Servicing the Advisory Council membership with mailings and other information on an as-needed basis;
- Maintenance of on-line fundraising initiatives;

Special Events:

- Lead and manage all aspects of events geared towards donor cultivation and organizational visibility;
- Creation of event and grant budget templates and records;
- Work on outstanding event responsibilities with support staff and consultants;

QUALIFICATIONS:

- Demonstrated commitment to reproductive freedom, immigrant women's rights and social justice;
- At least 5-7 years of experience in fundraising/development for U.S.-based non-profit advocacy organization
- A Bachelor's Degree or educational equivalent; a Master's Degree preferred;
- Demonstrated ability to write in a clear, structured, articulate and persuasive manner. Previous grant-writing experience essential;
- Excellent written and oral communication skills;
- Strong interpersonal skills with a high level of integrity and sound judgment and ability to communicate and work collaboratively across the organization openly and with respect;
- Ability to set goals and meet them, while working under pressure with ease;
- Excellent time and project management skills with a results-driven approach;
- Special Events planning experience required;
- Proficiency in all Microsoft Office programs, particularly Word and Excel, as well as previous donor database experience required;
- Strong attention to detail, excellent organizational, administrative skills;
- Ability to take initiative, prioritize with minimal supervision and work independently, (a self-starter), as well as being able to function as a member of a team;
- Willingness and flexibility to travel;
- Enthusiasm to learn and grow in both demanding and close-knit staff environment.

SALARY RANGE: Commensurate with experience

BENEFITS: NLIRH offers excellent benefits, including health insurance, vacation and sick leave.

APPLICATION PROCEDURE: Please send a resume, a writing sample (maximum 5 pages related to grant-writing), a cover letter that includes salary history and/or requirements: National Latina Institute for Reproductive Health, Attn: Stephanie Rodriguez, 50 Broad St., Suite 1937, New York, NY 10004. You may also send your application by e-mail to nlirh@latinainstitute.org. Please write Associate Director of Development on the e-mail subject line. Deadline: January 15, 2012