Development Director Job Description

Location: Chicago

Type: Full time with benefits; 3-4 year minimum commitment

Salary: $45,000/year with generous health insurance, vacation benefits; flexible environment

Language: Bilingual Proficiency in English and Spanish preferred

Application Deadline and Instructions: Applications are due by March 1, but will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible. To apply, send a resume, cover letter and writing sample to jobs@latinounion.org

Position Description: Latino Union seeks a dynamic, energetic Development Director to lead the organization’s growing fundraising and communications work. The Development Director reports to the Executive Director and plays a critical role in sustaining Latino Union as an impactful, worker-led organization that builds power, organization, and resources for low-income, immigrant and US-born workers in Chicago.

The Development Director will be expected to develop, coordinate, manage, implement, and evaluate Latino Union’s development and communications work to contribute to the organization’s long-term sustainability. This includes identifying and building relationships with current and prospective donors and foundation funders; managing all foundation grants, reports, site visit and other fundraising activities; and leading the organization’s media and communications work.

Responsibilities Include:

**Fundraising Leadership**
- Develop and implement Latino Union’s annual fundraising plan in collaboration with the organization’s members, Board, volunteers and fundraising team
- Promote and nurture an organization-wide culture of grassroots fundraising through membership dues collection, member donations, fundraising drives, online and direct mail fundraising, sponsorships, direct mail and fundraising events
- Develop the leadership of Latino Union’s members and other community members by recruiting Fundraising Team members, fundraising drive participants and other volunteers; and by engaging Latino Union’s Board and Fundraising Team in impactful grassroots fundraising efforts
• Maintain and grow development best practices, systems, procedures, and policies, including those related to donor database management (Salesforce) and gift acknowledgment
• Plan, facilitate, and support fundraising training sessions and events with board, staff, community members, and volunteers
• Work as external agency representative as needed, including engaging community at various events and serving as Latino Union’s liaison to fundraising events, contacts and media
• Project and track fund development related revenue and expenses for the annual budget and support the annual financial audit in collaboration with the Executive Director
• Attend bimonthly board meetings
• As appropriate, manage and train student and community administrative and fundraising volunteers to build Latino Union’s development capacity

Grants Management
• Manage and execute all grantseeking and grantwriting activities, including prospect research, grant calendar creation, proposals, reports, grant expense tracking, and site visits
• Support Latino Union’s staff in identifying, selecting and implementing program and campaign evaluation practices that measure the organization’s impact
• Compile information from staff reports to create grant reports
• Note: This position is 50% grants management

Individual Donor Management
• Manage existing database (Salesforce) and grow the organization’s contact list.
• Determine future database needs to manage growth in fundraising and organizing programs
• Engage and grow Latino Union’s individual donor portfolio through events, communications, mailing campaigns, one on one meetings, and prompt, personalized thank-yous for all donations
• Identify monthly donor, mid-range donor and major donor upgrade prospects and coordinate donor ask meetings, cultivation and renewals

Communications and Marketing
• Grow Latino Union’s ability to use strategic communications to reach current and prospective members, and run effective organizing campaigns
• Develop and implement a marketing plan that highlights Latino Union’s vision, achievements, and impact; strengthens external messaging; and cultivates donor relationships
• Manage the distribution of Latino Union’s key organization-wide messaging through print media (organization materials, mailings) and online (social media, email blasts)
• Promote and practice consistent bilingual Spanish/English communications and lead efforts to promote language accessibility
•Compose strong, effective internal and external communications content and correspondence with audience-specific styles
- Manage the organization’s media portfolio by maintaining list of media outlets and contacts, cataloging news coverage and training member spokespeople
- Coordinate staff’s use of social media (Facebook, Twitter and Instagram) to communicate with members and supporters
- Manage the creation of printed materials including Latino Union’s Annual Report, website and brochures

**Desired Qualifications:**

**Fundraising and Nonprofit Management** – Strong knowledge of fundraising best practices. Minimum 3 years nonprofit experience, preferably in a fundraising role. Demonstrated leadership qualities, with a commitment for growth within the organization and continual learning. Experience identifying and upgrading major donor prospects is a plus.

**Commitment to Racial, Gender and Economic Justice** – Understanding of issues facing low-wage workers, immigrant communities, and communities of color. Commitment to collaborate with funders, donors, allies, volunteers, staff and members in a way that prioritizes member leadership development and builds organizational capacity. Competency working in a multiracial, multicultural, bilingual environment.

**Communication** -- Excellent written communication skills in English; ability to compose, edit, and proofread materials. Strong verbal communication and public speaking skills. Ability to interact with colleagues, Latino Union members, and other external audiences with a pleasant and effective manner. Experience in media relations and strategic communications is a plus. **Candidates who are bilingual in English and Spanish are preferred.**

**Technology** -- Extensive computer proficiency with Microsoft Office Suite. Basic proficiency in graphic design and website content management systems. Knowledge of Salesforce is a plus.

**Project and Time Management** -- Excellent project planning skills. Detail-oriented with a strong ability to prioritize and execute multiple projects in a fast-paced environment. Self-motivated, with a proven ability to work independently and hold oneself accountable.