

## Job Announcement: Director of Fund Development



**Status:** Full time

**Salary:** \$90,000 – \$110,000 Annually

**Location:** Anywhere in the US

**Reports to:** Chief Strategy and Impact Officer

### Position Overview

This Director of Fund Development drives and deepens Esperanza United's fund development efforts. This person is mission-driven, strategic, and innovative, as well as a highly effective writer and authentic communicator who works closely with the President and CEO, executive leadership team, and program directors to animate and actualize our organizational goals with diversified, sustainable revenue. The Director of Fund Development cultivates relationships with Esperanza United staff and external stakeholders grounded in mutuality, integrity, and accountability. She/he/they engages in an array of fundraising activities including strategic planning, grant/proposal development processes, site visits, stewardship, special events, research, and report writing, among other dynamic work.

### About Us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide

### Core Responsibilities

- **Fund Development**
  - › Develop and execute clear short-term and long-range plans for development to meet agreed upon organizational revenue goals.
  - › Direct and implement organizational efforts related to fundraising events, including working with any fundraising project consultants and event committees. Work with leadership to ensure other internal support is provided as needed.
  - › Individually and with others, directly cultivate and solicit prospects and donors for annual, special, and major gifts.
  - › Support the research of potential funders, in particular national prospects, cultivate relationship building, and lead the development of grant proposals.

- **Communications**

- › Research, write, and submit compelling organizational and program grants for operating funds and special projects/initiatives to existing and new funders.
- › Work with the President and CEO, Chief Strategy and Impact Officer, and program leadership to develop and articulate proposed projects.
- › Advance and elevate our organizational profile and relationships with national partners, donors, and current and/or prospective funders.
- › Research, implement, and rollout a comprehensive donor database which holds historical information, funder requirements, current/pending grants, reporting details, etc.
- › Work in conjunction with program staff and directors to prepare and submit timely and thoughtful narrative reports to foundations, corporations and other donors.
- › Prepare status reports for grant writing activity for the President and CEO, program directors, and/or the board of directors.
- › Support an atmosphere of open communications within the organizational structure and with external constituencies.

- **Leadership**

- › Integrate the philosophy, values, and mission of Esperanza United.
- › Work closely with the President and CEO and leadership teams to provide direction and management and ensure that organizational priorities are communicated and achieved.
- › Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence, and communalism.
- › Actively foster and contribute to staff professional development through mentorship and coaching.
- › Actively participate in team meetings, workgroups, and organization-wide initiatives, for example, Anti-racism efforts.
- › Apply new learnings, approaches, and practices to core position responsibilities and activities.
- › Other duties as assigned.

## **Qualifications**

- **Education and Experience**

- › Minimum of 5-7 years demonstrated professional fundraising experience.
- › Fundraising/grant writing experience to a variety of funding sources (e.g. federal, state, corporate, and philanthropic) with demonstrated success securing significant grants or gifts.
- › 3-5 years program/project development preferred.

- › Bachelor's degree in relevant area - or - an equivalent combination of demonstrated experience and training.
- › 3-5 years supervisory experience preferred.
- **Skills**
  - › Exceptional interpersonal and collaborative skills and ability to work with others to facilitate the grant process.
  - › Proven experience in designing and managing donor relations.
  - › Experience with developing and maintaining productive working relationships with board members and donors.
  - › Demonstrated success in securing competitive, large grants.
  - › Excellent writing skills, particularly from a strengths-based perspective.
  - › Proven track record in developing compelling messages to a variety of audiences.
  - › Highly effective oral and written communication in English with a keen eye for detail.
  - › Familiarity with resources to use for applications and reports to corporate, foundation and government sources.
  - › Familiarity with development of budgets and budget narratives.
  - › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
  - › Ability to work with tight deadlines.
  - › Knowledge of and ability to use databases, and in some cases train colleagues to use them.
  - › Significant computer proficiency including use of PC computers, Microsoft and Adobe Suites, and donor management software and systems, among others.
  - › Works effectively independently and in teams.
  - › Superior project and time management skills
  - › Bilingual Spanish/English preferred.
  - › Knowledge of the lived realities of Latin@ communities and gender-based violence strongly preferred.
- **Qualities**
  - › Ability to model behavior consistent with Esperanza United's mission, values, and integrity.
  - › Proactive and highly accountable.
  - › Critical thinker and solutions-finder.
  - › Committed to a learning culture, including race equity/anti-racist practices.
  - › Open to new ideas, innovation, and possesses an entrepreneurial spirit.

- › Highly collaborative and dependable, non-ego driven.
- › Adaptable, comfortable with emergence and working with some ambiguity.
- › Utilizes sound judgment and decision-making.

## **Working Environment**

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis) ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

**Travel Requirements** – Outside of the context of COVID-19, there may some local and national travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

## **To Apply**

Send your cover letter, resume, salary expectations, and a relevant writing sample (no more than 4 pages) in one PDF to Debra Emery at [Demery@esperanzaunited.org](mailto:Demery@esperanzaunited.org) with the subject header, “Your Name Application – Director of Fund Development.”

We will consider applications on a rolling basis, with priority for those submitted by February 15, 2022. However, applications will be accepted until the position is filled.