



JOB DESCRIPTION

Job Title

Fund Development Manager

Status

Full-time Exempt

Reports To

Program Strategy and Fund Development Advisor

Supervises

N/A

Location

Position based out of Casa de Esperanza's main office in Saint Paul, MN. This position is telework ready and may need to start based at home given COVID-19.

Position Description

Casa de Esperanza mobilizes Latinas and Latin@ communities to end gender-based violence. Our core programs span the continuum of intervention and prevention recognizing that the lived realities and dreams of Latina women and girls and Latin@ families requires both. We are also home to the National Latin@ Network for Healthy Families and Communities (NLN), which provides training and technical assistance across the country; leads public policy initiatives; and conducts community-based participatory research on the intersections of domestic violence and Latin@ identity.

This position requires someone who is mission-driven and innovative, as well as a highly effective writer and authentic communicator. The position is responsible for strengthening and implementing organizational fund development efforts connected to the mission, vision, and strategic plan. The Fund Development Manager works closely with the Program Strategy and Fund Development Advisor, leadership, and program staff to animate and actualize our organizational goals with diversified, sustainable revenue. This person cultivates relationships and collaborates with Casa de Esperanza staff and external stakeholders grounded in mutuality, integrity, and accountability. She/he/they engages in an array of fundraising activities including proposals, site visits, stewardship, special events, research, and report writing, among other dynamic work.

Responsibilities

- **Fund Development**
 - Develop and execute clear short-term and long-range plans for development to meet agreed upon organizational revenue goals.
 - Manage 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 (CEO, Program Strategy and Fund Development Advisor, board members, staff, etc.), directly cultivate and solicit prospects and donors for annual, special, and major gifts.
- Support the research of potential funders, in particular national prospects, and assist as needed in relationship building and the development of grant proposals.
- **Grant Writing**
 - Research, write, and submit organizational and program grants for operating funds and special projects/initiatives to existing and new funders.
 - Work with the Program Strategy and Fund Development Advisor and program leadership to develop and articulate proposed projects.
 - Assist with contacting, building, and maintaining relationships foundation staff and foundation site visits.
 - 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 CEO, program directors, and the board of directors.
- **Other Duties**
 - Actively participate in team meetings, workgroups, and organization-wide initiatives, for example, Anti-racism efforts.
 - Contribute to a collaborative, positive organizational culture.
 - 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).
 - 3-5 years program/project development.
 - Bachelor's degree in relevant area – or - an equivalent combination demonstrated experience and training.
- **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 Casa de Esperanza'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

Casa de Esperanza 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. Casa de Esperanza offers a competitive salary, excellent benefits, a flexible schedule and a supportive working atmosphere to grow and develop professionally.

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.

Compensation Package: Anticipated salary range \$62,000-72,000, depending on experience

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@casadeesperanza.org with the subject header, "Your Name Application - Fund Development Manager."

We will consider applications on a rolling basis, with priority for those submitted by February 16, 2021. However, applications will be accepted until the position is filled.