



M U J E R E S
L A T I N A S E N A C C I Ó N

JOB ANNOUNCEMENT

TITLE: Deputy Director of Development

BASIC FUNCTION: Serve as the leading member of the resource development staff in the absence of the development director with special emphasis on building and maintaining excellent relationships with foundations and corporations.

REPORTS TO: Development Director

RESPONSIBILITIES

1. Assist in the development and implementation of the Fund Development Plan.
2. Research potential sources of private funding for the agency and development relationships with staff at grant making organizations to invite proposal submission.
3. Develops grant proposals for submission to corporations, foundations and service organizations in support of agency programs, special projects and operations.
4. Follow-up on grant proposals to ensure timely submittal of reports and other requested materials.
5. Manage a program of cultivation, solicitation and stewardship of existing, as well as, perspective funders.
6. Coordinate agency site visits
7. Supervise department interns/volunteers providing a positive work experience for students/volunteers.
8. Represent the agency with a high degree of professionalism and responsibility at external events with current or potential funders and as an active member of philanthropic organizations.
9. Contribute towards the department's goal by working as a team member working to increase the agency's reach using technology and in-person contacts.
10. Maintain current knowledge in the field through continuing education and follow ethical standards for fundraising and stewardship.

QUALIFICATIONS

- Bachelors degree with strong course work in English, writing, marketing or communications
- Experience writing clear, concise and persuasive grant proposals.
- Ability to set priorities, coordinates multiple projects, handle details, and work effectively to meet deadlines.
- Excellent interpersonal skills, and ability to communication effectively with program staff, funders and collaborative partners.
- Knowledge of Latino and women's issues helpful.

COMPENSATION: Salary commensurate with experience; competitive fringe and benefits package, including comprehensive health, dental, life and long term disability, sick time and generous vacation. Mujeres Latinas en Acción is an Equal Opportunity Employer.

ABOUT MUJERES LATINAS EN ACCION:

Founded in 1973 Mujeres Latinas en Acción is the longest standing incorporated Latina organization in the nation. Mujeres, a bilingual/bicultural agency, seeks to empower Latinas and their families to become self-reliant, take full advantage of available opportunities, and create new opportunities to improve the quality of their lives.

CONTACT:

Interested individuals should submit resume and cover letter to:

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