



Latino Community Fund of Washington State (LCF)
Development Organizer

Title: Development Organizer

Salary: \$53,000 - \$55,000 Full annual salary

Benefits: Include comprehensive health insurance coverage, vision, dental, life insurance coverage, short- and long-term disability insurance, 13 paid holidays and generous vacation time

Starting Date: June 1, 2022

Reports To: Executive Director

Work Schedule: Normally works 9:00am to 6:00pm Monday through Friday, with some evening and weekend events and work

Location: Latino Community Fund is transitioning to a hybrid work model with employees working both in-office and remotely at home. This position will require the employee to come into our physical office in Seattle at least 2-3 times per week.

All LCF employees and volunteers must be fully vaccinated (and submit completed documentation) from COVID-19. New employees must meet this requirement, prior to their start of employment.

Job Summary:

Latino Community Fund is seeking someone to join our team as our Development Organizer. This person will take the initiative to ensure the sustained and growing development of LCF, collaborating with staff, community partners, and funders across WA State. For LCF, our Development work includes engaging Latino donors to uplift and center our communities giving and engagement. This position will provide many opportunities to be innovative, creative, while we implement our vision of investing in the leadership of Latino communities through philanthropy.

About LCF:

LCF cultivates new leaders, supports cultural and community based non-profit organizations, and improves the quality of life for all Washingtonians from across the state to create sustainable and transformative change. Our vision is a vibrant and civically engaged Latino community in Washington.

LCF is a Latinx nonpartisan group of people dedicated to resolving pressing social justice problems facing our families and communities in Washington State. We believe that people working together have the power to improve our communities and our world. We challenge ourselves to imagine positive change. We set daring goals, create savvy strategies and are willing to stand up to powerful interests. We develop relationships with individuals and organizations to multiply our impact. We get results. LCF's success is founded on the commitment to address regional and local issues with local leaders who collaborate on statewide power for a stronger WA for all.

Our development work is grounded in the [principles of Community Centric Fundraising](#). We believe our fundraising work must be centered on our collective community and grounded in race, equity and social justice.

Primary Responsibilities and Essential Job Functions

As the Development Organizer, you will be focused on working with the team to lead fundraising and capacity building. In collaboration with staff, you will lead:

Donor Organizing

- Proactively build individual donor engagement through phone calls, one on one meetings, events and other outreach activities;
- Cultivate base of donors of color;
- Build strategic partnerships across WA State;
- Develop multiple campaigns and pathways for donor engagement, including through monthly giving program, community grants committee, and other culturally relevant engagement opportunities;
- Generate donor communications, newsletters, and annual report

Fundraising Event Coordination

- Lead the planning and execution of special events, including Annual Gala event, annual Give Big campaign (co-creating and supporting new events!);
- Assist in material development and marketing for key organizational fundraising documents and external communication;
- Connect with current and potential sponsors and donors to support and attend events;
- Develop an online fundraising plan using social media platforms and advertisements;

Grant Support (limited)

- Support grant process, including researching for new opportunities, tracking timelines, and submitting grant reports
- Work closely with program staff to co-develop funding proposals and meet reporting requirements
- Work with contracted grant writer to ensure timely submission

Development Coordination and Administration

- Provide weekly and monthly reports on fundraising efforts to the ED
- Develop and ensure the application of best practices in tracking all donations, recording gifts, pledges, and donor communications in Nationbuilder

General

- Participate in weekly all-team meetings for visioning, program alignment, leadership development, and evaluation;
- Support organizational collective goals and initiative efforts through actions, execution of goals, and connecting organizing work with capacity building and systems change;

- Play a key role in developing organizational processes and procedures to support the development function
- Assist in determining the Development budget and plan strategically for growth
- Submit and track development expenses in accordance with LCF financial procedures.

This work will be done in the office using a computer and phone. You will also have an opportunity to connect with community members and partner organizations across Washington, with some opportunity for travel (including to LCF office in Yakima).

Minimum Qualifications

- 2+ years experience in event planning (whether through work, school, community groups);
- 2+ years experience in communications and outreach (whether through work, school, community groups);
- Ability to build strong relationships;
- Proven track record of setting fundraising goals and achieving results;
- Strong commitment to enacting change to achieve social justice;
- A strong sense of initiative and track record of follow-through and comfort in following up;
- Strong organizational skills and experience self managing to problem solve and achieve results;
- Exceptional attention to detail and sense of curiosity and desire to learn and improve;
- Experience working in a collaborative environment with diverse groups;
- Interest in generating ideas with a team.
- Excellent interpersonal, communication, and written skills / active listener;
- Proficiency with Microsoft Office Suite and/or Google Apps;
- Passion for the LCF Vision, Mission, and Core Values;
- High ethical standards of confidentiality, strong people skills, an upbeat attitude & an ability to remain calm in stressful situations.
- COVID-19 Vaccination (must be obtained and documentation submitted prior to employment).

Desirable Qualifications

- 2+ years experience working with communities of color;
- 2+ years of experience (whether through work, school, community groups) in fundraising coordination and implementation
- Spanish-language skills (preferred).

Nondiscrimination Policy

The Latino Community Fund of Washington is committed to providing equal employment opportunity for all persons. It does not discriminate against qualified employees or applicants because of actual or perceived race, religion, color, national origin, age, sex, genetic information, the presence of a sensory, physical, or mental disability, marital status, honorably discharged veteran or military status, citizenship or immigration status, sexual orientation, gender identity, status as a victim of domestic violence, sexual assault, or stalking, political ideology or any other status or characteristic protected by local, state or federal law.

How to Apply

Latino Community Fund will accept applications on a rolling basis until the position is filled. We will begin interviews on a rolling basis. Please email a resume and brief cover letter describing your interest in the organization and position to: Deserea Brito (**deserea@latinocommunityfund.org**), People and Culture Manager.