



## JOB DESCRIPTION

POSITION: Development and Communications Director

STATUS: 1 FTE, Exempt

REPORTS TO: Co-Executive Director – People and Organization

SUPERVISES: Development and Communications Staff

REVISION DATE: March 16, 2023

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*Casa Latina is an equal opportunity employer. We consider all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation, gender identity, the presence of any sensory, mental or physical disability, genetic information, political ideology or any other protected characteristic.*

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### PURPOSE

The Development and Communications Director manages all aspects of fundraising and communications for Casa Latina, reporting to and working collaboratively with the Co-Executive Director of People and Organization, other members of the leadership team, and members of the board of directors.

### KEY RESPONSIBILITIES

- Leadership
  - Create, in collaboration with other members of the leadership team, financial and strategic goals for fundraising and communications efforts that meet the organizations' needs and advance its long-term goals
  - Develop department budget and spending plans
  - Create an annual plan for development and communications activities
  - Develop and distribute regular reports to update the leadership team, board, and the organization more broadly on progress toward goals
  - Appear regularly at board meetings, providing reports and engagement with the board of directors; act as staff lead of the board's development committee.
  - Work with others across the organization to develop a unique and culturally appropriate style of fundraising that advances its mission and values.
  - Develop and implement policies and procedures for department activities, including reporting, record keeping, data management, reconciliation, and gift acceptance. Make these policies and procedures available to organizational leadership, and review them periodically for improvement
  - Design, hire, supervise, and coach a development and communications team of three, in accordance with their union employment agreements, plus an outside grant writing contractor.
  - Ensure that timely and meaningful thanks is a top priority for department activities
- Major Donor Fundraising
  - Engage with a personal portfolio of major donors

- Systematize and monitor major donor relationships for others including staff, leadership, and board portfolios
  - Work to engage community leaders, including the board and other major donors, in major gifts identification, cultivation, stewardship, and solicitation activities
- Develop strategy and supervise all other individual fundraising
- Work collaboratively across the organization to create meaningful experiences for donors to connect with the work they help fund
- Events Fundraising
  - Manage the conception, planning, communications and execution of an annual fundraising event that advances the organization’s mission and values, working broadly across the organization to involve stakeholders at every level
  - Supervise the acquisition of event sponsorship donations
  - Hire and supervise outside event planning assistance
- Institutional Fundraising
  - Act as key relationship holder with institutional funders as appropriate
  - Provide support as Casa Latina engages with government funders, including supporting the contract application and reporting processes.
  - Work collaboratively inside the department and across the organization to facilitate proposal development and reporting
  - Oversee the fulfillment of any donor benefits to institutional sponsors
- Communications
  - Oversee the creation of content that advances public awareness and appreciation of the organization’s work
  - Identify and work to pursue opportunities for the organization to position itself as a subject matter expert and to engage with the media generally
  - Represent the organization in public as a spokesperson, at events and in media
- Capital Campaign Preparation
  - Participate in early-stage conversations around the opportunities involved in a potential capital campaign
- Other duties as assigned.

## QUALIFICATIONS

- Commitment to Casa Latina’s mission and demonstrated commitment to social justice.
- Experience with labor rights.
- Bilingual in English and Spanish preferred.
- Supervision experience and ability to recruit, inspire and lead a team.
- High performing facilitation skills.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including volunteers, employers, staff, and members.
- Experience working with immigrant populations.
- Community organizing experience is a plus.
- Full proficiency in computer skills in Microsoft Office programs, and social media technology.
- Have a positive attitude and the ability to work well with diverse groups of people.

- Availability to work a flexible schedule and to work independently and foster teamwork within the department and organization.
- Strong administrative and organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Proven self-initiative, problem solving and time-management skills.

## PHYSICAL REQUIREMENTS

- Ability to work in an office environment
- Ability to apply principles of logical thinking and to define problems
- Ability to interpret a variety of instructions furnished in written or verbal form
- Work involves sitting most of the time, but may involve walking, standing, bending, reaching, and twisting

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for this position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted whenever possible. The above job description is not comprehensive. The job responsibilities may include other duties as assigned. Casa Latina may change or update job duties as necessary to meet business needs.