

DEVELOPMENT DIRECTOR

Hispanic Alliance | Alianza Hispana
www.HispanicAllianceSC.com



ABOUT US

The Hispanic Alliance is a 501c3 nonprofit based in Greenville, SC, advancing economic opportunity for the growing Hispanic population. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. We convene the largest collaborative network of individuals and agencies working together to increase access to resources and eliminate systemic barriers in four priority areas: Education, Health, Legal Services and Financial Stability. Our work developing the next generation of leaders has been recognized nationally and globally.

We are a growing team of talented individuals who are passionate about our work and love people and collaboration. We are well known for our positive and entrepreneurial organizational culture, and our staff and volunteer network create the best work environment.

POSITION DESCRIPTION

The Fund Development Director will be responsible for designing and implementing a comprehensive sustainability strategy in collaboration with the organization's leadership. This position will help develop key messaging geared towards diverse donor groups and stakeholders and collaborate with marketing to communicate a consistent message through appropriate channels. The ideal candidate must be an excellent and succinct communicator, creative, self-driven, flexible, resilient, and a team player.

LEADERSHIP AND STRATEGY

The Development Director will set ambitious goals, lead their achievement, and clearly communicate the vision, strategy, and plan for execution to the organization's leadership and supporting team.

- Responsible for developing and implementing the organization's fund development strategy.
 - Create and implement an annual and multi-year fund development plan to achieve fundraising goals.
 - Develop and achieve fundraising goals, assess results, and develop corrective strategies timely.
 - Lead and oversee execution of all development efforts including grants, corporate sponsorships, individual donors, and major gifts strategy.
- Effectively engage the board in identification, development and cultivation of donors.

- Manage supporting staff and their professional growth.

INDIVIDUAL AND MAJOR DONORS

- Grow and retain the organization's individual donor base.
- Meet prospective donors and supporters on a regular basis to establish strong relationships.
- Design, implement, and manage a major gifts program including identification, cultivation and solicitation of major donors.
- Have a positive, "donor focused" attitude and build lasting relationships with key constituents.

CORPORATE PARTNERSHIPS

- Identify new corporate investors and cultivate multi-year partnerships to achieve shared goals.
- Create sponsorship and partnership proposals for corporate partners and ensure accuracy of current programs, initiatives, and offerings.
- Create and deliver presentations and reports for corporate partners and funders.

OPERATIONS AND ADMINISTRATION

- Ensure effective communication with donors and manage all donor cultivation activities including acknowledgment letters and appreciation events.
 - Collaborate with the marketing team to create all organizational materials for annual campaigns, major donors, including solicitation letters, brochures, quarterly newsletters, etc.
- Manage database of individual donors, key volunteers, corporate partners, and investors.
 - Ensure that donors' records are up-to-date and accurate in CRM.
 - Segment donor and prospect groups and ensure appropriate communication.
- Work closely with program staff to ensure that programmatic commitments are met to comply with donor intent.
- Provide regular reports/updates to the Executive Director and Board.

KEY RELATIONSHIPS

External

- Develop and cultivate positive relationships with investors, individual donors, community partners, and stakeholders.

Internal

- Reports to Director of Operations / Chief of Staff and works closely with the leadership team.
- Supervises Marketing and Development Manager.
- Collaborates with the Board's External Affairs Committee, which guides the development, marketing, and communications strategy.

ESSENTIAL QUALIFICATIONS/SKILLS

- Bachelor's Degree required
- 3-5 years of nonprofit fundraising experience.
- Proven record generating new business and/or securing long-term investments.
- Superb written and verbal communication skills, copy editing abilities, computer skills, and phone etiquette.
- Ability to keep calm under pressure, and adapt to changing conditions.
- Must be organized, efficient, detail oriented, and able to develop processes and procedures.
- Ability to build rapport and credibility with high-profile individuals.
- Proficiency in eTapestry, Blackbaud or other CRM platforms.
- Ability to work collaboratively with diverse groups and demonstrated commitment to social change work.

HOURS

This is a full-time, exempt position, which requires flexible hours (evenings and weekends) and some travel.

COMPENSATION/BENEFITS

\$60,000 - \$65,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

TO APPLY

E-mail a resume and cover letter to Jobs@HispanicAllianceSC.com