



# *Chicana Latina Foundation*

1419 Burlingame Avenue, Suite W-2, Burlingame, CA 94010  
phone 650.548.1040 fax 650.477.2605

## **CLF**

### **Development Manager Job Description, Full-Time**

**REPORTS TO:** The Development Manager reports to the Executive Director

**RESPONSIBILITIES:** The Development Manager is responsible for cultivating partnerships with funders, managing fundraising operations and systems, and pursuing fundraising opportunities to support the organization's financial sustainability and attract funding for this work. The ideal candidate is a passionate, entrepreneurial, culturally competent team player and solutions-oriented problem solver.

- Explore opportunities to grow and expand Chicana Latina Foundation's revenue model, including earned revenue opportunities, corporate/foundation partnerships, sponsorships, etc.
- Drive an annual fundraising development plan to reach fundraising goals.
- Work with the Executive Director and Board of Directors to schedule and attend (as needed) virtual meetings, conference calls, and in-person tours; support follow-up and sponsorship fulfillment.
- Lead fundraising and committee efforts of our Annual Awards Celebration and other fundraising events.
- Work with Alumnae to create fundraising opportunities
- Submit grant applications and identify opportunities for new funding sources.
- Implement and lead robust grants management and coordination processes.
- Create monthly development reports and analyze fundraising trends
- Maintain financial records, associated grant allocations, and grant letters.
- Build out effective fundraising infrastructure and systems that support CLF

#### **MINIMUM QUALIFICATIONS:**

- Proven organizational leadership experience, including the capacity to guide strategic fundraising planning and the ability to link long-term vision with day-to-day development decisions and needs
- Strong nonprofit fundraising planning
- Responds to inquiries and questions with sensitivity, promptness, discretion, and commitment to maintaining confidentiality.
- Strong analytical, oral, and written communication skills
- Ability to create messaging and written materials for a variety of different communication mediums and audiences
- Demonstrated ability to take initiative, multi-task, possess good judgment, and work independently and as part of a team



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- Ability to prioritize, manage multiple projects, and meet deadlines
- Ability to analyze administrative, financial, and technical problems and recommend effective solutions.
- Bachelor's degree and a minimum of three years of relevant fundraising development experience
- Extensive experience with Excel, Microsoft/Google Suite, and Google Apps

## **COMPENSATION AND BENEFITS**

- Salary: Competitive, based on experience, salary range \$80,000-\$95,000
- Benefits: Health, dental, and vision insurance

## **APPLICATIONS:**

- Interested applicants should send a cover letter and resume to [Alicia@chicanalatina.org](mailto:Alicia@chicanalatina.org). In the subject line, put the Development Manager position.