

# Open Position: Director of Development

## HIGHLIGHTS

Full-Time Position

Hybrid in Chelsea, MA

Salary: \$115,000/year

Reporting to the COO, the Director of Development at La Colaborativa is a member of the Leadership Team, providing strategic oversight of all fundraising, marketing, and communications work of the organization. The Development Director designs, guides, and implements the overall vision and strategy for the organization's fundraising and sustainability efforts, with creativity, a growth mindset and problem-solving attitude. Key responsibilities include:

### Fundraising

- Effectively manage annual fundraising plan to meet this year's goal of \$8.4 million raised for La Colaborativa's programs.
- Oversee resource development planning to include corporate, foundation, government, and individual donors.
- Cultivate, manage, and steward relationships with donors and prospects including individuals, corporations, foundations, and government agencies, leveraging the Executive Director and COO's time in cultivating high-potential donors and prospects.
- Write and prepare high-quality proposals, grants, reports, mailings, and acknowledgements required to support ongoing fundraising activities.
- Collaborate with leadership, finance, and program teams across La Colaborativa on the development and submission of competitive grant proposals and reports.
- Actively research grant opportunities that align with La Colaborativa's goals and needs, and track all key dates in a Salesforce database.
- Supervise and collaborate with Grants Manager on all grant-related functions.

### Marketing & Communications

- Develop annual Marketing Plan in support of organizational goals and oversee implementation throughout the year.
- Optimize digital efforts across channels including social media, website, and email.
- Ensure production and other deadlines are met, deliverables are in line with brand standards, and campaigns meet strategic objectives.
- Write copy/content for communications and some press outreach including email newsletters and announcements, website content, media alerts, and other promotional announcements.
- Develop the social media content strategy, planning campaigns and generating content with fellow staff.
- Supervise and collaborate with Marketing Manager on all marketing and communications-related functions.

### Education and Experience Requirements:

- Bachelor's degree from an accredited college or university
- 5+ years experience in fundraising, marketing & communications, or a related field.
- Exceptional written and verbal communication skills
- Cultural safety and sensitivity, specifically with Latinx and immigrant communities
- Demonstrated experience leading teams
- Excellent organizational and time management skills
- Proficiency with Microsoft Office, Google Suite, Salesforce, Constant Contact, Wordpress, and/or other similar use tools.
- Bilingual in Spanish and English a plus

### To Apply:

Submit a resume to Dinanyili Paulino, Chief Operating Officer: [dinanyilip@la-colaborativa.org](mailto:dinanyilip@la-colaborativa.org)