

Latin American Association (LAA)

Job Title: Managing Director of Development

Reports to: Executive Director

JOB SUMMARY

Under the supervision of the Executive Director, the Managing Director of Development is responsible for designing, implementing and managing all fundraising strategies for the organization. The Managing Director of Development will develop new relationships to enhance Latin American Association's visibility, impact and overall funding strength.

The Managing Director of Development is charged with managing a staff responsible for soliciting and successfully securing financial support from individuals, foundations, corporations and government entities. Development strategies include, but will not be limited to, major gifts, institutional giving, grant writing, special events, membership, and direct mail.

JOB RESPONSIBILITIES

Essential Responsibilities:

- Works with Latin American Association's Executive Director to plan, develop, implement and evaluate all fundraising strategies for LAA in order to determine their effectiveness and meet funding goals for the agency.
- Supports and engages LAA's Executive Director and Board in fundraising initiatives.
- Oversees and ensures successful initiatives in the areas of Annual Fund, Individual Gifts, Foundation grants and relations, Major Gifts and Planned Giving.
- Builds, maintains and enhances donor relations with private individuals, foundation representatives and public grant funders.
- Builds board relations in order to increase sphere of influence approaches to new donors and increase board involvement in fundraising.
- Expands the current donor database in order to secure increasing amounts of funding needed for program growth.
- Presents the Development department's analytic data to LAA's Leadership Team and Board members.
- Develops and puts into practice a viable donor cultivation strategy and donor recognition program.
- Attends and participates in LAA events.
- Conforms with all regulations, policies, work procedures, and instructions required by LAA. Adheres to all professional standards required by the Association of Fundraising Professionals and complies with the various federal, state or local laws that apply to and regulate their job responsibilities.

Supervisory Responsibilities:

- Supervises, leads, guides and supports the Development Staff including the Grants Manager, Corporate Giving Manager, Events Manager, Communications Manager, Data Manager and Development Coordinator.
- Interviews and selects staff with input from others.
- Orients, supervises, coaches and counsels staff.
- Ensures training requirements and needs are met. May conduct in-service training.
- Delegates and oversees work assignments.
- Monitors performance and adherence to LAA's mission, policies, procedures and service philosophy. Conducts performance reviews.
- Recommends or initiates personnel actions such as salary increases, promotions, disciplinary actions including performance improvement plans and terminations. Writes job descriptions.
- Attends management training.

Financial Responsibilities:

- Develops and administers the department's budget.

QUALIFICATIONS

- Bachelor's Degree
- 7+ years of fundraising or equivalent experience including demonstrated success in relational fundraising and managing a development staff.
- Knowledge of LAA's mission, philosophy, culture, protocol, and organizational structure.
- Knowledge of principles and practices of personnel and business management team building, and supervision.
- Knowledge of effective and efficient methods for organizing and maintaining records and ability to perform the same.
- Knowledge of the principles and practices of fundraising management.
- Knowledge of the principles and practices of major gifts administration.
- Knowledge of local, state and federal government fundraising opportunities.
- Ability to plan, develop, and coordinate programs, meetings, and special events related to fundraising.
- Ability to maintain the security and accountability of donated funds and/or assets.
- Ability to present a positive and professional image of LAA.
- Ability to prepare and maintain reports in an accurate, complete, and timely manner.
- Ability to read, write, and communicate the English language effectively.
- Ability to communicate clearly both orally and in writing including providing clear instructions to employees.
- Must be sensitive to the service populations' cultural and socioeconomic characteristics.
- Ability to establish goals and objectives and monitor their effective implementation.
- Must own a personal vehicle and have a valid Georgia Driver's License, good driving record and appropriate automobile insurance.

- Master's Degree or Certified Fundraising Executive (CFRE) Designation preferred.
- Ability to read, write, and communicate the Spanish language effectively preferred.

The Latin American Association (LAA), is a \$4M+ nonprofit agency with a mission to empower Latinos to adapt, integrate and thrive. Our vision is "Opportunity for All." Founded in 1972, the LAA has grown over the past four decades to become the region's leading agency representing Georgia's Latino issues. The LAA offers a targeted menu of direct services that helps Latino individuals assimilate and become contributing members of Georgia's community.

The LAA achieves its mission through five (5) focus areas: Culture & Engagement, Economic Empowerment, Education, Family Well-Being and Immigration. Each focus area includes a targeted menu of direct services, large-scale events and advocacy to realize significant community impact and affect systems level change.

This is a full-time position. Salary is commensurate with experience and qualifications.

To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. If you have application questions, please email them to ourfundraisingsearch@gmail.com.