



## POSITION ANNOUNCEMENT

**POSITION:** Director of Individual Giving

**OPEN:** Immediately

**LOCATION:** Washington, DC

**CLOSE:** Until filled

**CONTACT:** Delia de la Vara, Senior Vice President,  
Development and Strategic Initiatives

**SALARY:** Commensurate with  
experience

### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

UnidosUS is seeking a highly motivated development professional to assume a leadership role in expanding donor support for the organization. The candidate will be an individual with a rich development background, who has had progressive and successful development experience including annual fund and major gifts. The ideal candidate cares deeply about mentoring gift officers and the development profession.

Under the supervision of the Senior Vice President for Development and Strategic Initiatives, the Director of Individual Giving will be responsible for the overall management of the major gifts, the annual giving program, and is charged with managing relationships and securing support from donors across the country to help UnidosUS meet its comprehensive campaign goals. In this position, the Director will be responsible for building and strengthening relationships with current donors as well as prospecting new gifts to substantially expand UnidosUS donor base.

The Director of Individual Giving will seek to not only retain and upgrade existing

individual donors, but also to actively identify and acquire new donors through research, cultivation, and targeted outreach.

The right candidate will pro-actively fundraise and successfully develop both major gifts and annual giving by working with multiple constituencies, including nonprofit boards, high potential prospect networks, extended UnidosUS networks and alumni, and high-level donors.

## **RESPONSIBILITIES**

- Plan and manage all endeavors to secure gifts from donors.
- Participate as a full member of UnidosUS senior advancement team contributing to the overall component planning and providing fundraising counsel to senior UnidosUS staff.
- Provide the essential leadership and guidance for gift officers to maximize productivity.
- Develop and maintains a personal prospect pool of leadership and major gift prospects to cultivate, solicit, and steward.
- Plan and manage a major gifts portfolio of donors capable of giving \$10,000 or more with goals for creative management strategies and personal visits.
- Manage and mentor the Individual Giving team to reach individual and team goals.
- Lead individual giving team strategy from annual giving through major gifts.
- Manage, solicit, and steward a portfolio of individual major gift prospects and donors.
- Develop and implement customized strategies for SVP and CEO to cultivate, solicit, and steward top prospects.
- Manage and support SVP and CEO's donor visits, including pre-visit research and strategy, follow-up, gift documentation, and stewardship.
- Oversee the annual giving team in setting and achieving goals, planning, and weekly activity.
- Manage and support Individual Giving team roles as component liaisons.
- Build partnerships with institutional leaders, colleagues, and volunteers to maximize major gift fundraising within a campaign environment.
- Provide campaign management support as needed.
- Develop and administer budget for Individual Giving work and initiatives.
- Produce reports to measure the success of campaigns and to track gifts from donors.
- Maintain a solid understanding of UnidosUS, its programs and initiatives, operational structure and history.

## **QUALIFICATIONS**

- Bachelor's degree required.
- Five to seven years of successful experience in nonprofit fundraising, with specific experience in comprehensive campaigns, annual giving, and major gifts.

- Possess a solid understanding of the U.S. Hispanic culture, community, and key policy issues.
- Experience working with nonprofits serving the Latino community and proficiency in Spanish preferred but not required.
- Excellent Microsoft Excel, Word, and PowerPoint skills; familiarity with Raiser's Edge NXT a plus.
- Understanding of and commitment to UnidosUS's mission.
- Ability to travel (50%) and work occasional nights and weekends.
- Understanding of database management, reporting, gift processing, and prospect research tools.
- Ability to initiate, analyze, monitor, evaluate, and alter strategic development plans.
- Excellent communication, presentation, writing, and organizational skills.
- Ability to manage multiple tasks simultaneously and move projects forward according to their timelines.

Please note: Only those applicants who submit a cover letter a résumé will be considered for this opportunity. Please include "Director, Individual Giving" in the subject line.

**SEND COVER LETTER AND RÉSUMÉ TO:**

UnidosUS  
 Raul Yzaguirre Building  
 Attn: Delia de la Vara  
 1126 16th Street NW, Suite 600  
 Washington, DC 20036-4845  
 hrmail@unidosus.org

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*