



POSITION ANNOUNCEMENT

POSITION: Development Associate

OPEN: Immediately

LOCATION: Washington, DC

CLOSING: Until filled

CONTACT: Loretta Rodriguez

SALARY: Commensurate with experience

SUMMARY

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to build a stronger America by creating opportunities for Latinos. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR expands opportunities for Latinos through capacity-building assistance to a national network of multiservice Affiliate organizations rooted in Latino communities; robust and tested program models; applied research, policy analysis, and advocacy; and civic engagement efforts. In addition, NCLR strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

BACKGROUND

NCLR is seeking a Development Associate to join Resource Development's Individual Giving team.

The Development Associate will play an integral role in identifying, cultivating, soliciting, and stewarding Annual Fund donors. This individual will be responsible for planning and executing in-house direct mail campaigns, fundraising events, donor meetings and communications, and carrying out administrative functions for the department, as appropriate. The ideal candidate must be able to handle multiple projects simultaneously, and manage fast-paced schedules with professionalism, maturity, poise, and confidence.

This position reports to the Senior Vice President, Strategic Initiatives; however, specific work may be assigned and supervised by other staff in the Resource Development team. As such, experience and comfort reporting to multiple supervisors is necessary.

RESPONSIBILITIES

- Develop and maintain a personal prospect pool to cultivate, solicit, and steward.
- Work with the Senior Vice President, Strategic Initiatives to identify annual giving donors capable of being transitioned to major gift donors.

- Work with the Senior Vice President to secure and coordinate meetings with prospective donors.
- Manage the overall production and distribution of NCLR *Enews*, a monthly donor newsletter.
- Develop and manage the overall production of a quarterly donor newsletter for major donors, corporate partners, and foundations.
- In collaboration with the Resource Development team, create and manage the copy and production of external brochures, publications, and opportunities packets relating to marketing the organization's offerings to individuals, corporations, and foundations.
- In collaboration with the Communications and Marketing teams, coordinate the amplification of donation appeals through NCLR digital channels.
- Manage the relationship with our state solicitation contractors to ensure the timely and accurate filing of state solicitation registrations.
- Manage application and recruitment materials for the Combined Federal Campaign, state employees, and other workplace giving programs.
- Maintain NCLR's positive presence and ranking on Charity Navigator, GuideStar.org, Give.org, and other donation and rating platforms.
- Coordinate the development and production of renewal, acquisition, and year-end mail appeals.
- Assist in the development of a monthly giving and donor retention strategy.
- Continually analyze giving trends in order to adjust strategy, identify new solicitation tactics, and seek and implement best practices.
- Contribute to component efforts to be more effective and efficient with time and resources contributing to greater impact and accomplishment of goals.
- Contribute to component efforts to reach goals with innovative, relevant, and meaningful communications, promotions, campaigns, and strategies.
- Assist other development team members with the successful implementation of their programs and fundraising events.
- Perform other duties as needed.

QUALIFICATIONS

- Bachelor's degree, and a minimum of two years of direct experience working with annual giving level donors and prospects.
- Ability to exercise good judgement, particularly in handling confidential information, and to demonstrate an understanding of ethics related to development activities, and the use discretion in interactions with donors, prospects, volunteers, employees, and other individuals.
- Excellent computer skills, specifically with Microsoft Excel, Word, and PowerPoint.
- Detail-oriented, highly organized, self-starter, capable of taking direction but working independently and collaboratively with a team.
- Excellent written and verbal communication skills.
- Familiarity with Latino-serving nonprofit organizations as well as fundraising principles and practices, especially direct mail and email solicitations.
- Experience with donor database software, email marketing, and wealth-screening software.
- Ability to work occasional nights and weekends.

Please include “Development Associate” in the subject line of any email submissions.

SEND COVER LETTER AND RÉSUMÉ TO:

National Council of La Raza
Raul Yzaguirre Building
Attention: Loretta Rodriguez
1126 16th Street NW, Suite 600
Washington, DC 20036
Email: hrmail@nclr.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.