



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION:	Foundation Associate	OPEN:	Immediately
LOCATION:	Washington, DC	CLOSING:	Until filled
CONTACT:	Darcy Eischens	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 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

The UnidosUS Policy and Advocacy team is seeking a Foundation Associate in its Washington, DC office. UnidosUS's Policy and Advocacy team is one of the most influential, visible, and leading national advocacy voices championing public policy on behalf of Latinos. To achieve its mission, UnidosUS's Policy and Advocacy team is composed of several critical departments: the Policy Analysis Center, the Research Department, the Legislative Affairs Department, and the Civic Engagement Department.

This position will provide development support for Policy and Advocacy team members working on a wide variety of issue areas and projects and will coordinate with other components at UnidosUS to ensure that our foundation-related efforts and relationships are aligned. Additionally, the Foundation Associate will provide grant research, compile, and submit grant proposals and reports, support alignment of institutional fundraising efforts with the Resource Development team, and maintain regular communication with funders. This position is ideal for a detail-oriented, deadline-driven, well-organized development professional with outstanding writing and communication capabilities.

UnidosUS offers a collaborative, team-based environment that fosters a culture of ideas and debate. We approach our work from multiple perspectives and methods, understanding both the specific issues and the larger interrelated systems. We work closely with others across the

organization with expertise in programmatic work, communications, editing and production, media, fundraising, special events, and marketing.

RESPONSIBILITIES

- Conduct the full range of activities required to effectively manage grant proposal process, to include: preparation, drafting, and submission of grant proposals and reports to foundation and corporate sources.
- Research grant programs and potential areas for expanding current fundraising strategies.
- Cultivate and maintain relationships with potential and current foundation program members and funders, providing ongoing updates on our policy and advocacy work.
- Organize all general component materials and information for distribution to funders.
- Assist with fundraising projects as requested, effectively sharing information across components to ensure Policy and Advocacy efforts are aligned and integrated in institutional fundraising strategy and goals.
- Assist with budget as needed.
- Assist with a series of monthly and/or quarterly reports as needed, including component budget reports and grant tracking and reporting.
- Coordinate meetings with foundation and corporate program officers and other prospects. Maintain current records in database, including grant tracking and reporting.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree with three to five years of experience with nonprofit fundraising, grant and report writing, and funder relationship management, preferably in support of policy.
- Superior written and oral communications skills.
- Ability to synthesize information from different sources quickly and efficiently.
- High degree of computer literacy, including proficiency in Microsoft Word, Excel, PowerPoint, and database experience.
- Ability to set and meet deadlines, manage multiple projects, and prioritize assignments with minimal supervision.
- Highly organized, with the ability to interface regularly with policy managers and directors, colleagues, foundation, corporate, and other partners.
- Experience with budgeting and good understanding of financial documents.
- Ability to manage multiple projects, prioritize assignments and meet deadlines with minimal supervision.
- Strategic thinker with problem-solving skills.
- Ability to work in deadline-driven environment, collaborating across teams to advance common goals.
- Bilingual (English/Spanish) preferred, but not required.

Please note: Only those applicants who submit a cover letter and writing sample along with a résumé will be considered for this opportunity. Please include "Foundation Associate" in the subject line.

SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:

UnidosUS
Raul Yzaguirre Building
Attn: Darcy Eischens
1126 16th Street, NW
Washington, DC 20036-4845
Email: oral-admin@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.