



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION:	Foundation Coordinator	OPEN:	Immediately
LOCATION:	Washington, DC	CLOSING:	Until filled
CONTACT:	Darcy Eischens	SALARY:	Commensurate with experience

BACKGROUND

UnidosUS—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, UnidosUS reaches millions of Hispanics each year in 37 states, Puerto Rico, and the District of Columbia. To achieve its mission, UnidosUS 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, UnidosUS strengthens these efforts with communications and collaboration with a range of external partners.

Founded in 1968, UnidosUS 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.

SUMMARY

UnidosUS is seeking a Foundation Coordinator in its Washington, DC office. This position resides in the Office of Research, Advocacy, and Legislation (ORAL), and will provide support to fundraising efforts for the policy team, but is expected to work closely with the UnidosUS Resource Development team. ORAL is one of the most influential, visible, and leading national advocacy voices championing public policy on behalf of Latinos. In order to achieve its mission, ORAL 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 professionals 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. They will provide grant research, writing, reporting, and regular communication with funders. The Coordinator will also support alignment of institutional fundraising efforts with the Resource Development team. Job responsibilities require a wide variety of knowledge and excellent writing skills. The Foundation Coordinator will report to the Director of Administration, ORAL.

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 prepare and submit grant proposals to foundation and corporate sources.
- Work with managers to research grant programs and potential areas for expanding current fundraising strategies.
- Work with project manager and staff to complete funder reporting requirements for grants.
- Participate in Resource Development planning and project meetings, as needed, to share information and ensure ORAL efforts are aligned and integrated in institutional fundraising strategy and goals.
- Provide current donors with regular communication and updates on our policy and advocacy work.
- Schedule meetings for the Vice President and senior managers with foundation and corporate program officers and other prospects.
- Provide input in the development of all general component materials and information for distribution to funders.
- Maintain current records in database, including grant tracking and reporting.
- Assist with other fundraising projects, as requested and communicate across components to share funding developments and opportunities.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree with two to three years of experience with nonprofit fundraising, grant and report writing, and funder relationship management.
- Ability to set and meet deadlines, work with minimal supervision, manage multiple projects and prioritize assignments.
- Highly organized, with the ability to interface regularly with colleagues, foundation, corporate, and other partners.
- Superior written and oral communications skills.
- Ability to synthesize information from different sources quickly and efficiently.

- Strategic thinker with problem-solving skills.
- Commitment to collaborating and working across teams to advance common goals.
- Ability to work in deadline-driven environment.
- Ability to work with a range of colleagues and handle multiple assignments.
- Computer skills, including proficiency in Microsoft Word, Excel, PowerPoint as well as database experience.
- 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 Coordinator” 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

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.