



EMPLOYMENT OPPORTUNITY
Development & Communications Director
(Bilingual not required)

Position Type: Full-time/Exempt
Reports To: Co-Executive Directors
Location: Eugene, OR
Wage: \$70,000 - \$80,000 annually
Hours: Monday - Friday 8:00 a.m. to 5:00 p.m. or 9:00 am to 6:00 pm
Application Deadline: Open until filled.

TO APPLY

Email a PDF of your resume and cover letter to mzarate@centrolatinoamericano.org.
Upon the second interview, professional references will be requested.

Our mission is to support the lives of Latinx and immigrant community members by creating a safe space that fosters leadership, education, wellness, and connection.

POSITION SUMMARY

The Development and Communications Director is responsible for leading and expanding ongoing communications and fundraising initiatives for Plaza de Nuestra Comunidad (Plaza). This position will play an essential role in creating a sustainable and diverse stream of funds along with a clear organizational brand. They will oversee the creation and implementation of Plaza's resource development and marketing campaign plans. They will also supervise and lead the various components of this work including individual giving, grants, major gifts, donor events, branding, social media, and community outreach.

This position reports directly to one of the Co-Executive Directors and is part of Plaza's Executive Leadership. It requires strong skills in developing and implementing strategic plans for Plaza's resource development and marketing, experience in leading a team, strong attention to detail, and excellent verbal and written communication.

KEY RESPONSIBILITIES - LEADERSHIP AND SUPERVISION

- Supervise, guide and support Development and Communications team members.
- Set individual annual performance goals for team members and provide feedback, support, and accountability towards goals. Support staff professional development and learning.



- Actively participate in the Plaza Leadership Team and as a member of the Executive Team.

KEY RESPONSIBILITIES - RESOURCE DEVELOPMENT

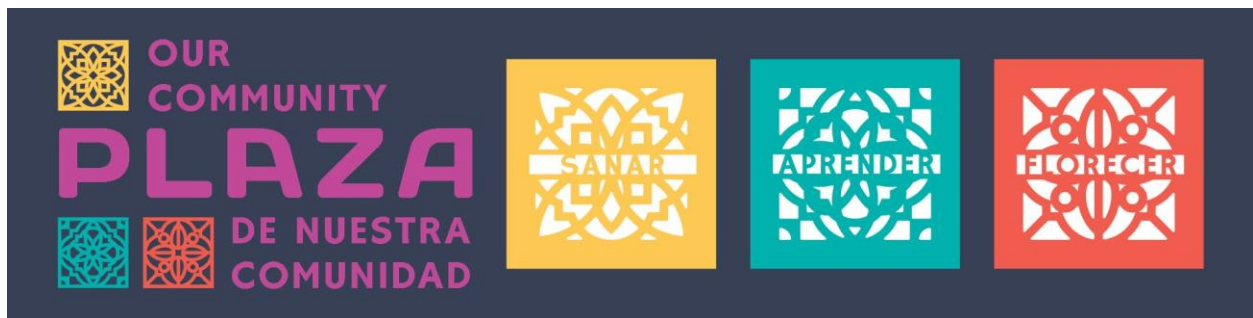
- Create an annual fundraising plan for campaigns and strategies including appeals, fundraising and donor cultivation events, along with revenue targets.
- Manage annual giving campaigns.
- Develop and implement strategies for donor cultivation and stewardship including major, business, and corporate donors.
- Manage the donor database.
- Manage key relationships with foundation and other institutional supporters.
- Ensure giving and grants data is accurate and reconciled with finance and accounting systems.
- Work with the Finance Director on audits and other financial reporting requirements.
- Work with the Resource Development Board Committee and other volunteers to support campaigns and events.
- Support organization-wide fundraising skills development, capacity building, and participation with staff, the Board of Directors, and volunteers.

KEY RESPONSIBILITIES - GRANTS MANAGEMENT

- Create and implement a comprehensive grant management database.
- Oversee all components of the grants cycle, including pre-award budget development, post-award monitoring, sub-contract management, reports, renewals, and closeout procedures.

KEY RESPONSIBILITIES - COMMUNICATIONS

- Develop and oversee an annual communications plan.
- Supervise implementation of marketing and outreach efforts of the organization.
- Oversee creation of organizational and program promotional and outreach content such as flyers, videos, swag, etc.
- Oversee social media campaigns and website content to ensure promotion of organizational vision, storytelling, and branding.
- Supervise design and publishing of the annual report along with internal and external newsletters.



*Note - The summary of key responsibilities is intended to describe the general content of this position. It is not intended to serve as an exhaustive statement of duties.

REQUIRED SKILLS & QUALIFICATIONS

- Excellent communication skills, both verbally and in writing in English, to build and share compelling narratives about our programs and vision.
- Organizational skills to build effective processes and organize information and timelines across multiple teams and stakeholders.
- 4+ years experience as a Development Director.
- 4+ years experience of supervising, supporting, and holding accountable team members.
- Bachelor's Degree required.
- Experience writing and managing grants.

OUR IDEAL CANDIDATE

- Motivated and self-managing; Someone who can be trusted to build proactive systems.
- Shows a clear commitment to empowering the Latinx and immigrant community.
- Understands the different Latin American cultures and is capable of building relationships of trust with people from diverse ethnic, educational, and cultural backgrounds.

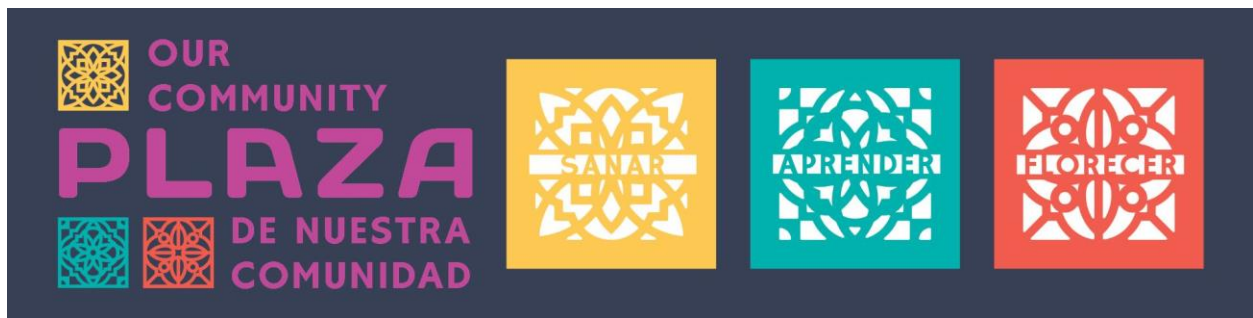
EQUIVALENCY STATEMENT

We encourage people of color, immigrants, people with disabilities, and gender non-conforming individuals to apply. Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We care most about finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply. Please use your cover letter to share how you will accomplish parts of the job for which you have less experience.

BENEFITS

We offer a comprehensive benefits package including:

- Medical, Dental, and Vision (Employee's medical, dental, and vision insurance is 100% covered)
- Paid Family & Medical Leave (employee premium paid by Plaza)
- 12 paid holidays



- Paid Time Off
- 401(k) with employer match

ABOUT US

Plaza de Nuestra Comunidad is the result of combining three local nonprofits: Centro Latino Americano, Downtown Languages, and Huerto de la Familia. As a new, larger organization, our agency provides a wide range of services for Latinx and immigrant families in Lane County. For more information, please visit centrolatinoamericano.org/nosjuntamosparati