POSITION DESCRIPTION

JOB TITLE: Development Director
REPORTS TO: Executive Director
LIAISON TO: The Board of Directors
ANNUAL SALARY: Depending on qualifications and experience. Benefits (Dental, Health insurance, PTO, & 10 holidays)

Application: Please send your resume and cover letter to arcenio.lopez@mixteco.org
Position open until filled.

ORGANIZATION SUMMARY:
Founded in 2001, Mixteco/Indigena Community Organizing Project (MICOP) aids, organizes and empowers Ventura County’s indigenous immigrant communities through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena.

POSITION SUMMARY:
The Development Director is charged with the primary responsibility of managing and implementing the organization’s professional development plan, as part of MICOP’s strategic plan process. Position is responsible for planning, execution, control and evaluation of fundraising, public relations, education and outreach for the organization. The Development Director will work closely with the ED and AD, the Board, and fundraising committees to enhance and support the overall mission of the organization, and to assure that ample unrestricted and programs funds are generated.

RESPONSIBILITIES:
Fundraising - The Development Director is responsible for fund development that will include:
• Grant writing
• Grant reporting
• Responsible for maintaining and growing the current organization annual budget of $3 million
• Ensure that adequate funds are available to support existing program operations and future expansions
• Major Projects, including new programs and collaborative ventures
• Future Capital Campaigns including expansion, remodeling and major equipment
• Endowment Fund (new, to be started with Bequest/Legacy Program)
• Planned Giving Program
• Other related duties as assigned

Special Events
• Work with Board, ED and AD to plan and carry out 1 major annual fundraising event (Night in Oaxaca) with an income generating goal of $100,000 (unrestricted funds).
• Plan one annual event to raise funds for TEQUIO Scholarship Fund. Plan an annual
meeting with a Public Relation and Donor Appreciation goal. Assist Board in events as needed.

External Communications & Public Relations. The position will dedicate to Education & Outreach which includes:

- Newsletter writing and publication
- Preparation of press releases, handling of media relations and representation of the organization or preparation of the ED and Board trustees to represent our agency to the media
- Publication of documents to include fundraising brochures and letters, other marketing materials, annual reports
- Generation of print materials, multi-media presentations to generate interest and support in existing and new markets

QUALIFICATIONS

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Excellent English writing skills
- Skill in writing grant proposals
- Organizational and planning skills
- Ability to cultivate existing and prospective individual relationships
- Ability to engage a wide range of stakeholders and cultures and to work with diverse groups of people with different cultures and languages
- Strong communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovator
- Bi-lingual in Spanish/English is preferred
- Bachelor’s or Master’s Degree in relevant field or 5-years’ experience
- Previous non-profit experience

LOCATION: MICOP office with occasional travel

STATUS: EXEMPT