



RECRUITMENT SPECIFICATION

JOB TITLE: Fund Development Director

DEPARTMENT: Fund Development

PROGRAM: n/a

REPORTS TO: Executive Director

SALARY: \$70,000-80,000/annual, Depending on Experience

BENEFITS: Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

LOCATION: MICOP Office, Oxnard

STATUS: Exempt

HOURS WORKED: Full Time, 40 hours per week.

HOW TO APPLY: To apply, send resume to and cover letter to: HR@mixteco.org

DEADLINE TO APPLY: Open until filled.

Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.

ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Summary

The Fund Development Director plays a crucial role at MICOP. The primary responsibility in this position is to create and execute comprehensive fundraising strategies to support the organization's mission and financial goals. The Director will lead and manage the development team, work closely with the executive leadership (Executive Director and Associate Director), and maintain relationships with the Board of Directors, donors, partners, and grantors to ensure that ample unrestricted and program funds are generated.

Responsibilities

Fundraising:

- Develop and implement a fundraising strategy aligned with the organization's goals and objectives.
- Identify and prioritize funding opportunities, including individual donors, corporate sponsors, foundation grants, and special events.
- Contribute to the organization's strategic planning process by providing insights into fundraising opportunities and challenges.

Grant Writing:

- Oversee the grant-seeking process, including research, proposal writing, and grant reporting.
- Identify potential grant opportunities and manage grant application deadlines.
- Responsible for maintaining and growing the current organization's annual budget of 10 million.
- Ensure that adequate funds are available to support existing program operations and future expansions.
- Oversee major projects, including new programs and collaborative ventures.
- Strategize for future capital campaigns including expansion, remodeling and major equipment.
- Institute an endowment fund (new, to be started with Bequest/Legacy Program)
- Manage the Planned Giving Program.

Special Events:

- Work with the Board, Executive Director and Associate Director to plan and carry out one major annual fundraising event (Night in Oaxaca) with an income generating goal of \$100,000 (unrestricted funds).
- Coordinate logistics, secure sponsorships, and engage volunteers for successful events.
- Plan one annual event to raise funds for TEQUIO Scholarship Fund.
- Plan an annual meeting with a Public Relations and Donor Appreciation goal.
- Assist Board in events as needed.

Donor Relations:

- Cultivate and maintain strong relationships with individual and corporate donors.
- Create and manage a donor stewardship program to recognize and engage with supporters effectively.

Team Leadership:

- Support train, and supervise three staff in development dept, providing guidance and support in their roles.
- Foster a collaborative and productive team environment.

Financial Management:

- Develop and manage the fundraising budget, monitoring expenses and revenue to ensure financial sustainability.
- Create financial reports and analyze fundraising results.

Data Management:

- Maintain donor databases and CRM systems (as needed) to track donations, communication, and engagement.
- Ensure data integrity and accuracy for targeted outreach.

Public Relations:

- Collaborate with the marketing and communications team to create fundraising materials, press releases, and promotional content.
- Represent the organization to external stakeholders and at public events.
- Provide oversight of the Newsletter writing and publication process.
- Prepare press releases, handle media relations and represent the organization.
- Prepare the Executive Director and Board of Directors to represent our agency to the media.
- Prepare and publish documents to include fundraising brochures, letters, other marketing materials, and annual reports.
- Generate printed materials, multimedia presentations to generate interest and support in existing and new markets.

Compliance:

- Ensure fundraising practices adhere to all relevant regulations, including tax laws and reporting requirements.
- Other duties as assigned.

Required Skills

- Excellent communication and interpersonal abilities.
- Proficiency in fundraising software and database management.
- Understanding of nonprofit financial management, able to monitor and meet income goals.
- Knowledge of ethical and legal standards in fundraising.
- Strong organizational and project management skills.
- Knowledge of fundraising information sources.
- Able to pay close attention to detail and demonstrate ability to produce accurate work.
- Working knowledge of MS Office and Google Workspace.
- Able to work well in a team environment.
- Bilingual English/Spanish, preferred.

Experience

- Bachelor's degree in a related field (e.g., nonprofit management, business, or marketing) or 5 years' of experience in a relevant field.
- Proven experience in fundraising, including successful donor cultivation and grant writing, preferably in the non profit sector.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY**