



## Asociación para la Educación Teológica Hispana

# JOB ADVERTISEMENT

### The Opportunity

The Association for Hispanic Theological Education (AETH), a faith-based, not-for-profit organization, is experiencing a period of accelerated expansion over the last decade. It is entering a new era of growth, focusing on more profound programmatic impact, quality, and visibility.

At this exciting moment, AETH seeks a **Fundraiser and Development Associate** for the newly created position to lead the AETH to its next Fundraiser and Development phase to build, manage, and engage prospects and donors in the United States, worldwide, especially in Spanish-speaking countries.

The **Fundraiser and Development Associate** will play a critical role in the AETH's ongoing efforts to nurture and deepen relationships with current donors, diversify funding streams by building new funders relationships, seeking grantmaking options, and optimizing growth opportunities to support AETH's mission, programs, and services.

The **Fundraiser and Development Associate** will play a critical role in shaping the fundraising and philanthropic priorities of AETH, developing a robust pipeline of donors, including alums, community leaders, families, Corporations, and Foundations., seeking grants, and creating and implementing donor-facing communications, materials, and events to engage a network of supporters to spur AETH's philanthropic growth.

The **Fundraiser and Development Associate** will work with the AETH Executive Director and the Board of Directors to develop a comprehensive, multi-year fundraising plan focused on departmental infrastructure and creating a giving platform that informs and benefits AETH and its partner organizations. The **Fundraiser and Development Associate** will serve as one of the external-facing members of the team, securing funding to advance AETH's strategic planning.

# **Fundraiser and Development Associate Part-Time Job Description**

## **The Association for Hispanic Theological Education (AETH)**

### **Office of the Grants and External Revenues**

The Association for Hispanic Theological Education (AETH), a faith-based, not-for-profit organization, is undergoing enhanced expansion to fulfill its strategic goals, including increasing the Association's revenues. To this end, it has created **The Office of Grants and External Revenues** to develop and maintain a diverse portfolio of funding opportunities, partnerships, and resources to support the sustainability of AETH and steer this Office into an exciting future. We seek a highly motivated professional to lead the first-time **Fundraiser and Development Associate's new part-time position** to build, manage, and engage prospects and donors in the United States, worldwide, and especially in Spanish-speaking countries.

### **THE AETH's MISSION:**

"To promote theological education of Excellence and relevance of Hispanic leaders in their service to the church and the world."

### **The Fundraiser and Development Associate, Part-Time position**

**The Fundraiser and Development Associate** part-time position will play an essential role in the AETH's ongoing efforts to nurture and deepen relationships with current funders, diversify funding streams by building new donors' relationships, seeking grantmaking options, and optimizing growth opportunities to support AETH's mission, programs, and services. The position has three areas of work: Donors, Fundraising, and Grants, distributing their responsibilities in percentage time.

### **RESPONSIBILITIES:**

#### **Donor Cultivation Responsibilities (20% time commitment)**

- Establish and oversee donors' gift processing, setting data entry, and personalized acknowledgments.
- Develop a donor database using donor management software to segment and track donors' contact information, history, and other relevant data.
- Expand the donor base by using donor prospecting tools identifying donors based on criteria, including history, interests, and demographics.
- Create and expand Major Spanish-only and bilingual (Spanish-English) Donors Giving to build trust relationships, resulting in more significant donations.
- Serve as a donor-financial adviser to use charitable contributions for the AETH to grow and associated with tax benefits.

#### **Grantmaking Responsibilities (20% time commitment)**

- Serve as the AETH organization-wide advisor for proposals and reports.
- Research and develop compelling grant proposals, letters of inquiry, and grant reports.
- Monitor grants and reports from inception to completion and ensure successful outcomes and deliverables within established deadlines.
- Identify critical timelines and budgetary risks for the overall grants' portfolios.

- Proactively identifies funding opportunities alongside program staff and organizes internal evaluation process to determine the fit and opportunity.
- Directly build strong relationships in collaboration with grant funders to ensure grant performance aligns with funder expectations and engagement strategies.
- Evaluate grant-seeking strategies ensuring these are effective and make the most of available funding opportunities.
- Manage and maintain the grant calendar and provide updates on the grant progress and impact of funded programs.
- Work closely with the staff team to stay current on programs and needs, coordinate and support resource development efforts, and develop specific fundraising strategies for existing programs and strategic initiatives.
- Works closely with Executive Director to institute administrative processes and project management workflows necessary to manage proposals, report writing, and other Resource Development initiatives.
- Manages miscellaneous projects relating to writing, narratives, content, and cultivating external relationships. Assist with the development of presentations to prospective funders.

### **Fundraising Responsibilities (10%)**

- Develop a fundraising plan to bring a stream of revenues built with financial and marketing goals and aligned with AETH's Mission.
- Apply fundraising best practices and strategies of Peer-to-Peer fundraising, Crowdfunding, and SMS Fundraising strategies to raise funds to support AETH's programs and services.
- Plan virtual Fundraising events, including webinars, virtual auctions, and virtual galas.
- Train Fundraising staff and volunteers for continuing development and growth in their roles.

### **QUALIFICATIONS**

- Bachelor's degree in Business, Communications, Marketing, Public Relations, and related fields. Preferred Master's degree in the above degrees or Philanthropy and Non-For-Profit Management.
- 3-5 years of demonstrated experience supporting or managing Fundraising, Donors, and Grantmaking areas.
- Certifications in one of the professional associations related to Fundraising, Grantmaking, and Donors.
- Demonstrated proficiency and experience in donor database management software and digital and non-digital fundraising strategies.
- Demonstrated proficiency in Microsoft Office 365 software, fundraising software, email marketing, customer segmentation, and Customer Relationship Management (CRM).
- Excellent interpersonal, research skills and all types of communication skills.
- Excellent ability to raise money for a noble cause.
- Being an active listener and good planner.
- Have Bilingual (Spanish and English) and cultural competence appropriate to relate and communicate with Spanish speaker donors and the general audience.
- Demonstrated experience in mass communication strategies, including Social Media promotion and email marketing to interact with Donors and new audiences.
- Relevant experience gained from time spent working or volunteering with faith-based organizations.
- Demonstrated significant achievements enabled by analytical and research skills.

## COMPENSATION

Salary is commensurate with experience in a similar position with the potential for an annual performance-based bonus. The salary for this part-time position is \$35,000.00 annually with no benefits.

## HOW TO APPLY

- Please submit a resume, cover letter, and the names and contact of the three references to the **Search Committee (info@aeth.org)**, Association for Hispanic Theological Education. (AETH).
- Please include in your cover letter why you are interested in the Association for Hispanic Theological Education and how your experience has prepared you for this position.

The priority application deadline is December 15, 2023. After that date, applications will be considered on a rolling basis. It is in your best interest to apply as soon as possible.