



National Latina Institute for Reproductive Justice

Senior Director of Development Job Description

Location Flexible

About Latina Institute for Reproductive Justice

Founded in 1994, the mission of the National Latina Institute for Reproductive Justice (Latina Institute) is to build Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement. Read more about Latina Institute [here](#).

Position

The Senior Director of Development serves as a key executive leadership team member and an active participant in making strategic decisions affecting Latina Institute. In partnership with the Executive Director (ED), this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build Latina Institute's visibility, impact, and financial resources. The Senior Director of Development will also design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The Senior Director of Development will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$7.8M budget through the solicitation of major gifts, corporate and foundation support, grassroots individual giving, , special events, and federal and state grants. .

They will expand and diversify Latina Institute's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the Senior Director of Development will work closely with the board of directors and support board members to take on a more active fundraising role.

It is expected that the amount raised by Latina Institute will increase to \$10M in future years as the Senior Director of Development systematically and effectively strengthens the organization's overall fundraising capacity and reach.

Responsibilities

Fundraising

- Support and partner with the Executive Director and Board of Directors on all major fundraising initiatives
- Actively work with the Executive Director and senior staff to develop and implement a comprehensive development strategy to include individual donors, corporate, foundation, government grants, etc.
- Create and implement a strategic and operating plan for integrated resource development, including planned giving, annual campaign, supplemental giving, corporate giving and foundation support; revisit annually
- Implement the development plan in an organized and transparent way



- Drive fundraising for the organization and serving as a motivational force in fundraising efforts across all levels of staffing
- Have primary responsibility for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
- Oversee research funding sources and trends, with foresight, to help position Latina Institute ahead of major funding changes or trends
- Monitor all donor and revenue information; provide and present statistical analysis to the board and senior leaders
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Design and drive growth initiatives that enable organization to tap into new segments of the donor marketplace effectively and efficiently
- Evaluate the organization's strategies for fundraising and set new goals each year to create a donor-centered and segmented fundraising approach to better meet organization's mission and organizational objectives
- Identify and cultivate new donors and steward existing donors in partnerships with the ED and Board members
- Provide oversight to ensure that gifts are recorded and donors are recognized appropriately
- Ability to travel about 20% of time to meet with funders, staff team and other internal and external stakeholders

Cross-Functional Collaboration

- Collaborate closely with the communications team on all development-related marketing materials and communications
- Work with senior leadership team to provide input for necessary pitch materials
- Collaborate with the Senior Director of Finance and Operations to develop and implement Latina Institute's financial strategy and account appropriately for gifts

Management/Leadership

- Inspire, empower and mentor the development team and work in partnership with the Executive Director and Board of Directors on all fundraising efforts
- Serve as a strategy partner on the organization's senior executive leadership team
- Review and evaluate the current development operations and, if necessary, restructure them, keeping up with current trends and tactics in the fundraising community
- Monitor and report regularly on the progress of the development team
- Support and adopt organization-wide initiatives related to wellness and anti-racism

Qualifications

- 10-plus years of professional experience at a nonprofit organization, including fundraising experience and demonstrated success in a development function
- Ability to construct, articulate, and implement annual strategic development plan

- Proven ability to personally cultivate, solicit and steward major donors and to inspire high-net worth individuals and major foundations
- Excellent communication skills, both written and oral; effective public speaker who has ability to influence and engage a wide range of donors and build long-term relationships
- Excellent people skills and the ability to interact and engage comfortably with a wide variety of key constituents across the community at the local and national level
- A professional and resourceful style; ability to work independently and collaboratively, to take initiative, and to manage multiple tasks and projects at a time
- Flexible and adaptable, with an ability to deal with ambiguity
- Ability to garner trust and buy-in within and across departments
- An authentic passion for the mission, an entrepreneurial spirit, as well as creative and strategic inclinations
- Bachelor's degree required; graduate degree preferred
- Bilingual (Spanish and English)

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. Latina Institute is prepared to offer a very attractive compensation package, including a base annual salary of \$140,000-\$160,000 as well as:

- Medical, dental, and vision plans
- Vacation, personal, and sick time
- Retirement plan, including employer match
- Paid parental leave, and
- Yearly professional development stipend

The National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ persons, and people with disabilities are encouraged to apply.

DRG considers the diversity of a workforce to be vital to our partners' overall success. We believe the more inclusive we are the better our work will be. We are committed to working with partners that are building teams that represents a variety of backgrounds, perspectives, and skill. The goal is to have a team that is representative, at

all job levels, of our view that all people have equal value, unique skills and individual lived experiences. As such we are committed to creating an inclusive process for all candidates.

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To apply to this position please visit www.drgsearch.com.