



JOB ANNOUNCEMENT

MANAGER OF DEVELOPMENT SAN FRANCISCO, CA

ABOUT HISPANICS IN PHILANTHROPY

Hispanics in Philanthropy (HIP) is a transnational network of more than 500 grantmakers, donors and philanthropic leaders who share a commitment to improving resources for the Latino civil sector, encouraging the participation of Latinos in philanthropy and increasing the effectiveness of philanthropy through greater equity and diversity. HIP designs and manages wide-impact, multi-site philanthropic programs. Its flagship program is the award-winning Funders' Collaborative for Strong Latino Communities, which works to build the capacity of U.S. Latino nonprofit organizations to become more effective advocates for their constituencies and the greater Latino community. HIP, with a staff of 18, has national headquarters in San Francisco, regional offices in Miami, Mexico City and New York, and staff and consultants located in several states and the District of Columbia.

ORGANIZATIONAL BACKGROUND

Founded: 1983

Annual Budget: \$3 million

POSITION OVERVIEW

The Manager of Development works with the President and Vice President on all aspects of fundraising. S/he will develop and implement a fundraising plan and strategy, cultivate and solicit foundations, corporate funders and individual donors, with a special emphasis on new prospects and markets. The ideal candidate will be both a good leader and team player, a grantwriter and editor who can work independently and coach others as needed to effectively implement HIP's communications strategies. Excellent writing and organization skills are critical. The ideal candidate will be a motivated entrepreneur with focus and a commitment to outcomes.

REPORTING RELATIONSHIP

Reports to the President

KEY RESPONSIBILITIES

- Work with President and Vice President to plan and deliver a fundraising strategy, targeted to a broad range of donors including individuals, corporations, and foundations.
- Responsible for all fundraising and donor stewardship activities with the objective of growing funds raised annually.
- Achieve, or exceed, fundraising goals to ensure unrestricted funds are raised to support local/regional resources.
- Plan, coordinate, and help execute HIP's fundraising event(s).
- Work to identify, cultivate, and secure donor meetings, proposals submissions and contributions to support regional and national work.
- Successfully raise increasing amounts of funds from regional supporters through creativity, excellent knowledge of the region and the funding community, and exceptional selling and marketing skills.
- In coordination with national staff, support regional public relations, administration, marketing, and other functions as needed.
- Develop a comprehensive strategy for new markets.

REQUIREMENTS

- 5+ years of successful senior-level fundraising, sales, marketing, or business development experience with a national organization.
- Experience with achieving aggressive cultivation, contact and submission goals leading to successfully securing up to seven-figure gifts.
- Experience working effectively in a complex, multifaceted environment, as well as with local community leaders and funders.
- A passion for HIP's mission and sensitivity to Latino cultural issues.
- The ability, skill, and motivation to design and execute a plan to ensure HIP becomes widely known and respected.
- A high-level of personal and professional confidence and sophistication.
- Self-motivated with an exceptionally strong work ethic and a desire to achieve at the highest levels.
- Excellent oral and written communication skills. Ability to interact with all types of external people at all levels of an organization.
- Superb team player, but ability to work independently, as well.
- Creativity and entrepreneurial spirit.
- Operational experience managing a staff of three and a budget.
- Excellent computer skills and use of technology for fundraising.
- Bachelor's degree required, Master's degree preferred.
- Fluency in Spanish a plus.

SALARY AND BENEFITS

Salary will be commensurate with experience. HIP offers a competitive compensation package with terrific benefits, including medical, dental and vision insurance, retirement plan matching program, two weeks of paid vacation initially, plus holidays, and up to nine days of sick leave.

Equal Opportunity Employer