



ORGANIZATIONAL MISSION & VISION

Causa works to improve the lives of Latino immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latino immigrants and their families are the heart of Causa and inspire, implement, and champion our work.

Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latino immigrants and their families.

DEVELOPMENT MANAGER OVERVIEW

Causa seeks a dedicated Development Manager to ensure the organization has the resources required to accomplish our mission and goals. The Development Manager leads fundraising efforts and assists Causa's Executive Director and Board in reaching general fundraising goals. The Development Manager is responsible for management of fundraising activities including: the coordination of Causa's annual gala, major donor campaign, writing and mailing of appeal letters, and recruiting hosts and planning house parties. Included in the position are the recruiting and training of volunteers for fundraising phone banks, the writing and creation of donor engagement materials, management and maintenance of the donor database, and writing small grants and sponsorship applications. In addition, the Development Manager plays a leadership role within Causa by representing the organization at national convenings and trainings related to fundraising.

POSITION RESPONSIBILITIES

Individual Donors

- Implement individual donor activities including house parties, major donor campaign, written appeals for donations, and fundraising phone banks.
- Manage and process individual donor donations:
 - Record Keeping: Copies of checks, filing of copies
 - Data Tracking & Database Entry: Maintain accurate and current donor information in Causa's database. Effective tracking of information in excel spreadsheets.
 - Recognition: Ensure the timely arrival of thank you letters and donor receipts for donor contributions.
- Tracking of Donations: Pulling reports from the database, monitoring the arrival of checks, pledges and updating tracking sheets and documents.
- Identify and implement strategies to engage donors in Causa's programmatic work.



Event Coordination

- Plan and coordinate fundraising events with Causa's Executive Director and support of board and staff.
- Manage Causa's annual gala including sponsorship recruitment strategy, event logistics, vendor relationships, and program setting in collaboration with staff and board.

Communications

- Support staff with content for emails, website, and social media.
- Manage timelines, gather information, write entries, design layout, and oversee editing of quarterly newsletter and other educational communication with donors.

Grants

- In collaboration with the Executive Director, manage and write small grants when requested. Support Executive Director in the completion of large grants when requested.
- Participate in all site visits and interviews with foundations.

General

- Planning of yearly fundraising calendar
- Coordinating Board commitments and donations
- Attend and present fundraising updates to the board
- Attend trainings and webinars related to fundraising
- Represent Causa on national calls and funding convenings
- Research and cultivate prospective donors, including sponsors and individuals
- Assist in general Causa events and programs
- Assist in general office management tasks
- Attendance and participation in monthly staff meeting, staff check-in calls, and staff retreats
- Attendance and participation in Causa major events such as Immigrant Action Day, May Day.
- Timely submission of reimbursements, timesheets, and other organizational needs.

REQUIREMENTS & QUALIFICATIONS

- Minimum 2 years' experience in fundraising within a nonprofit organization.
- Strong interpersonal skills; ability to build trust and maintain genuine relationships.
- Strong oral communication, research, organization, and writing skills.
- Ability to work effectively in a fast-paced environment; must be well organized, detail-oriented.
- Ability to work independently, with supervision, and as part of a team.



- Ability to create systems and accurately track results.
- Commitment to immigrant rights and racial justice.
- Prior experience with supervision/management of staff or interns a plus.
- Bilingual (Spanish/English) is preferred.

HOW TO APPLY:

Please send a cover letter, resume, and list of references to andrea@causaoregon.org. Applications will be accepted until the position is filled.

Causa is an equal opportunity employer committed to a diverse, multicultural work environment. People of color and people of diverse sexual orientations, gender expression, and identities are encouraged to apply.

ADDITIONAL INFORMATION

- Supervisor: Causa Executive Director
- Location: This position can be based out of Causa's Salem or Portland offices.
- Duration: Permanent position
- Hours: Full Time Equivalent (40 hours/week), some weekends and travel included.
- Compensation: \$40,000-\$45,000 DOE, full medical and dental coverage, paid vacation