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 DIRECTOR OVERVIEW

Causa’s Development Director ensures the organization has the resources required to accomplish our mission and goals. The Development Director leads fundraising efforts and assists Causa’s Executive Director and Board in reaching general fundraising goals. The Development Director is responsible for the planning and management of fundraising activities including: Causa’s annual gala, major donor campaign, writing and mailing of appeal letters and emails, overseeing the foundation grant calendar and plan, 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 Director plays a leadership role within Causa and represents the organization in external and internal relationships.

POSITION RESPONSIBILITIES

Individual Donors

- Plans and implements individual donor activities including house parties, major donor campaigns, written appeals for donations, online donation drives and fundraising phone banks.
- Serves as primary or secondary contact for donors. Ensures that the Executive Director develops relationships with key donors.
- Manages and/or processes individual donor donations:
  - Keeps and files records of checks and other related documents
  - Maintains accurate and current donor information in Causa’s database; tracks relevant and related information in organized files and a database.
- Ensures the timely arrival of thank-you letters and donor receipts for donor contributions.
- Tracks donations and pulls reports from the database, monitors the arrival of checks, pledges and updates tracking sheets and documents.
● Identifies and implements strategies to engage donors in Causa’s programmatic work.

**Event Coordination**

● Plans and coordinates fundraising events with Causa’s Executive Director and the support of board and staff.
● Manages Causa’s annual gala including but not limited to sponsorship recruitment strategy, event logistics, vendor relationships, and program setting in collaboration with staff and board.

**Staff Management**

● Manages Causa’s Operations Coordinator and Causa’s Administrative Assistant in carrying out general office management and other responsibilities.
● Supervises Causa interns and/or other staff as needed.
● Maintains communication with supervisees and holds regular 1:1 meetings with supervisees, maintains accurate records of employee management documents, and maintains regular communication with the Executive Director regarding supervisees.

**Communications**

● Supports Communications staff with content for emails, website, and social media. Provides themes and support for digital fundraising campaigns.
● Manages timelines, gathers information, writes entries, designs layout, and oversees editing of quarterly newsletters and other educational communication with donors.

**Grants**

● In collaboration with the Executive Director, manages and writes small grants when requested.
● Supports Executive Director in the completion and management of large grants when requested.
● Participates in all site visits and interviews with foundations.

**General**

● Planning of yearly fundraising calendar, fundraising strategic planning and goal setting
● Coordinating board commitments and donations as well as attending and presenting fundraising updates at board meetings.
● Attend trainings and webinars related to fundraising
● Represent Causa on national calls and funder convenings
● Research and cultivate prospective donors, including sponsors and individuals
Assist in general Causa events and programs
- Attendance and participation in staff meetings, staff check-in calls, and staff retreats
- Attendance and participation in Causa major events such as Immigrant Action Day, May Day Annual gala etc.
- Timely submission of reimbursements, timesheets, and other organizational needs.

QUALIFICATIONS:
- Demonstrated commitment to racial and gender equity and track record of success working with communities of color, women, low-income people, rural communities, LGBTQIA individuals, and other historically marginalized communities,
- Bi-cultural/Bi-racial with a strong sense of community
- Experience working and leading fundraising events, grant writing and or fundraising projects
- Ability to build extensive, trusting, and respectful relationships across the spectrum and in diverse communities
- Strong time management and organizational skills and the ability to manage multiple projects simultaneously in a fast-paced environment with frequently changing demands.
- Team player with demonstrated understanding of how to work collaboratively with colleagues across departments and functions.
- Excellent communication skills, both written and oral
- Strong digital fundraising skills with an expertise in building relationships with large and small level donors
- Dedication and ability to work flexible hours
- Strong management and supervisory skills.
- Spanish language proficiency both written and verbal is a must.

EQUAL OPPORTUNITY EMPLOYER: Causa is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, people of color, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.

ADDITIONAL INFORMATION

Supervisor: Causa Executive Director
Location: Based out of Salem or Portland office (currently a virtual position given COVID-19 guidelines)
Duration: Full time, permanent position

Hours: 1.0 Full-Time Equivalent (40 hours/week), some nights, weekends and state/national travel may be required.

Compensation: $65,000 - $70,000. Paid sick leave, vacation benefits, and health benefits.

This is a managerial position and is not represented by Causa’s recognized union CWA Local 7901 Unidxs por la Causa.

HOW TO APPLY:
Candidates must submit a cover letter and a resume to jenny@causaoregon.org.
Please include the following in the email subject line: Development Director. The position will remain open until filled.