



**Job Title:** Director of Development  
**Reports to:** Executive Director  
**Employment Status:** Full-Time, salaried  
**FLSA Status:** Exempt

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant families to become full participants in their community. Our vision is an integrated community where everyone has access to opportunities and pathways to success. We implement this mission through our five programs: Healthy Families, Engaged Citizens, Successful Children, Productive Parents, and Democracy in Action. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano now serves more than 5,000 immigrant families annually from across Lake and McHenry Counties. Mano a Mano also has a satellite office in North Chicago and other community-based sites across Lake County.

**Position Summary:**

The Director of Development (DOD) will work closely with the Executive Director and is a key member of the leadership team, focused on growing and diversifying financial resources and effectively communicating the organization's impact. The DoD will create and execute the organization's fundraising strategies to meet and increase annual revenue goals. The DoD will be one of the organization's principal frontline fundraisers, they will work closely with the Board of Directors, and provide strategic leadership and mentorship for individual giving efforts, including fundraising campaigns, appeals, events, communications, and solicitation/stewardship integration. The DoD will have highly persuasive public speaking and writing skills and the proven ability to craft compelling communications that combine storytelling, data, research, and design. This position also works closely with the Grants Writer and Executive Director and assists in grant writing and related functions of the organization.

*Resource Development and Diversification*

- Develop and implement an ongoing fund development and diversification strategy.
- Prepare and ensure accuracy of fundraising reports that monitor monthly progress towards goals.
- Create and implement a process by which a steady source of donor prospects is identified, researched, and qualified for the appropriate level of cultivation and solicitation.
- Directs the planning and implementation of major fundraising, special events, and other cultivation and stewardship events.
- Collaborate and leverage relationships of the Executive Director, Board Members and senior leaders ensuring they are effectively supported to achieve fundraising goals.
- Develop a strong bond with the organization, thoroughly understanding its history, distinct mission, values and culture, its client base, operations, base of financial support, and the opportunities for involvement.



- Oversee and direct the financial administration of contributed income including maintaining systems, databases, software and donor/prospect records as well as providing timely and thorough reports to the Executive Director and Board;
- Trains, manages and motivates the Board of Directors, empowering them to serve as a primary fundraising arm of the organization, serving as staff liaison to the Board Development and Fundraising Committees.

#### *Communications*

- Construct and drive a marketing communications strategy that promotes the organization's mission and reputation to key stakeholders (funders, policymakers, clients, media, etc.)
- Develop and manage content of organization's communication materials for fundraising, advocacy, and awareness purposes. This includes but is not limited to: print newsletters; e-newsletters; social media; issue papers; and press/media relations.
- Proven social media and other online content design and management skills.
- Advance Mano a Mano's brand identity; broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences.
- Act as principal content editor for organization's website.

#### *Grant Writing, Proposal Development, and Reporting*

- Assist in aspects of the grants cycle for a portfolio of 40-50 partners, with expected growth in coming years.
- Assist with proposals, solicitation letters, acknowledgements, and reports for institutional partners.
- Work in partnership with program staff to develop ways to increase restricted and unrestricted revenue from institutional partners that align with our mission, vision, and priorities.
- Partner with finance and development staff to develop budgets.
- Assist with some required reporting materials to funders.
- Work in partnership with grants writer to maintain calendar of key deadlines and ensure timely submission of letters of inquiry, applications, and reports.
- Oversee and ensure the success of the organization's grant portfolio and staff/contractors involved in writing and reporting on grants.

#### **Qualifications:**

- Bachelor's degree in non-profit leadership, marketing/communications, human services, management, planning, or related field required. Advanced degree preferred.
- Five+ years in leadership role in community or social services sector, specifically in fundraising/development preferred.
- Successful track record in raising significant individual, corporate and foundation



- support; or relatable experience through sales or other industry.
- Event planning experience.
  - Strategic thinking, motivated to keep current with changes in development.
  - Bilingual (English/Spanish) with a deep knowledge, lived experience, and understanding of the Mano a Mano community strongly preferred.
  - Strong organizational, multi-tasking and interpersonal skills.
  - Superior written, oral, interpersonal, and presentation skills.
  - Exceptional relationship development and influential skills and ability to engage government and community leaders, funders, donors, collaborators, and Boards of Directors.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to operate normal office equipment and use a computer for extended periods of time.

*Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability. Mano a Mano, Family Resource Center has an affirmative policy to maintain the workplace free of sexual harassment and intimidation.*

**To apply:** Please send a cover letter, resume, and three professional references to **Carla Rosaes at** [crosales@mamfrc.org](mailto:crosales@mamfrc.org)