

Intercambio Development Director position

Job Description: The Development Director works closely with and reports to the Executive Director (ED) and is responsible for the following:

DONOR DRIVE

- Ensure development and coordination of 2 newsletters, 2 direct appeals and an annual report each year.
- Oversee donor database, accurately track all donations, acquire and input new lists of potential donors.
- Ensure timely and ongoing donation recognition (thank you notes, phone calls, good news updates, etc.) with Board and ED.
- Set up donor meetings and small events with ED and Board.

GRANTS

- Maintain spreadsheet on all grants and progress report deadlines, including notes

on all foundations we've researched or applied to.

- Working with ED, ensure that grants and reports are complete and on time.
- Maintain ongoing communication with funders through updates of good news.
- Work with ED to cultivate new relationships with funders, annually.

SPECIAL EVENTS

- Acquire corporate and individual sponsorships and in-kind donations for Fiesta and other events.
- For Fiesta: compile packets for sponsors; oversee thank-you letters/materials, help with press releases, PSA's and contact sheets.

EVALUATION, PLANNING and REPORTING

- Work with ED and Development Committee to develop an annual diversified fundraising plan with revenue goals for each area: Regularly monitor and report on progress or needs to modify.
- Maintain filing system for Development, including all proposals as well as "historical" materials related to development (news articles, annual reports, fundraising mailings, newsletters, brochures, special event info, etc.)
- Oversee development of evaluation tools for goal setting (quarterly reports)

PUBLIC RELATIONS/PUBLICITY

- Newspaper publicity: Develop story ideas, nurture press contacts, and write press releases.
- Update website biweekly with event information or other changes as needed.
- Oversee writing, design and printing of brochure and all marketing related materials.

PROGRAM INVOLVEMENT

- Responsible to teach English one term (8-10 week session) at home or school class
- Responsible to give a 5-minute speech at monthly volunteer trainings
- Attend Intercambio's intercultural events not as paid work time

Desired Skills and Experience:

The ideal candidate will be a very flexible, confident, fun, positive and self-motivated individual with the following qualifications and skills:

- Connection to Intercambio's mission
- Fast worker and strong work ethic

- Ability to represent organization among diverse audiences
- Experience with individual donor cultivation
- Experience with grant writing and excellent writing skills
- Experience in media relations and marketing
- Strong detail-orientation, especially to accuracy in data entry, tracking and grant writing
- Self-starter, ability to work independently and with a team
- Solid time and stress management skills, ability to handle multiple tasks
- Computer, internet and database experience /skills
- Desire to learn and ability to accept feedback
- Bilingual English/Spanish preferred
- College degree in related field

Computer skills desired: Microsoft Office Suite: Word, Access, Excel and Outlook. DonorPerfect or relevant donor software.

Benefits:

- \$37,000-\$47,000 depending on experience (35-40 hours a week)
- Health & Dental insurance described in personnel manual (90% health and 100% dental)
- Vacation/Sick benefits described in personnel manual

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<http://www.intercambioweb.org/index.php>