

## **MIJENTE - Development Project Manager (C3/C4/PAC) JOB ANNOUNCEMENT**



**POSITION:** Development Project Manager  
**LOCATION:** Remote (any state/location)  
**REPORTS TO:** Deputy Director  
**PAY-SCALE:** \$73,500-\$77,000/year (prorated)  
**STATUS:** (Full-time, Exempt)

### **ORGANIZATION**

Launched in 2015, Mijente is a digital and grassroots hub for Latinx and Chicanx movement building and organizing. We seek to increase the profile of policy issues that matter to Latinx communities and increase the participation of Latinx and Chicanx people in the broader movements for racial, economic, climate, and gender justice. From the organization's founding, we have been explicit that we do not seek to simply advance Latinx people's rights, rather that we see organizing and building organization of Latinx critical towards building a broader multi-racial, multi-national movement for racial, economic, gender, and climate justice.

### **POSITION SUMMARY**

This is a full-time exempt position for a high energy individual that is passionate about Mijente's mission and effective movements for change. The ideal candidate enjoys hands-on implementation, is able to build functional systems, and is an aggressive problem-solver.

Mijente has grown dramatically on all fronts since our launch in 2015. As a result, over the last year, we have grown our staff across the country, including the growth of our admin and operations structures. The Development Project Manager will continue to build and sustain this growth, with an emphasis on building the infrastructure structure needed for a fundraising program that includes foundations, grassroots individual donors and major donors.

The Development Project Manager reports directly to the Deputy Director.

### **RESPONSIBILITIES**

The Development Project Manager will be responsible for coordinating, managing, and ensuring implementation of Mijente's fund development strategy which includes:

- Supporting the ED, Deputy Director, and Finance Director in their creation of a strategic annual fund development plan that speaks to annual revenue goals. When necessary, supervise contractors related to development functions.
- Working with the Finance Director and admin team to codify the annual budget, assist with the annual audit, and ensure regular reconciliation and assessment of revenue to accurately report on the financial health of the organization to inform financial decisions and organizational-wide planning and programming.

- Ensuring systems are in place for the effective implementation of Mijente's annual fundraising strategy which will include foundation donors, grassroots donors and major donors, and include online, direct mail, social media, third-party fundraisers and events,
- Providing strategic staff support for the ED and DD to support their engagement of various institutions on a national basis,
- Coordinating materials and communications with funders and donors: Writing fundraising letters, online fundraising campaigns, and collateral materials; overseeing design production and distribution of all development materials; supervising all grant writing, research, and reporting to funders.
- Ensuring excellent data tracking and systems: guaranteeing effective and accurate donor and gift record-keeping, processing, and acknowledgment; developing relationships and moves management systems to ensure highly personalized cultivation and stewardship of individual and institutional funders.

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- At least 3 years of experience managing a multi-faceted fundraising program, that includes funds from individual donors, and foundations..
- A record of significant measurable results managing systems and organizing and implementing fund development activities such as online fundraising campaigns, annual funds, corporate and foundation giving, and special events.,
- Excellent verbal and written communication skills with proven experience in crafting proposals, donor correspondence, social media, and marketing materials.
- Demonstrated commitment to a broad range of social, racial, and economic justice issues and an understanding of the multiple transgender and non-binary communities Mijente's serves.
- Strong technology and analytic skills: proficiency in Word, Google office, Excel, EveryAction, and other applications as needed and experience setting up and tracking data management systems.

### **Candidate shall be a leader who is:**

- Passionate about Mijente's mission with knowledge of Latinx communities and issues and an intersectional practice informed by economic, racial, social, and gender justice values.
- Resourceful and innovative (in other words, Street Smart): Someone who's got a few ideas about places resources could come from and can come up with ways of how to get it; bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise.
- A Self-Starter who can be a Team Player: able to work effectively both on solo projects and with broader teams of staff and members; provide clear direction and support to collaborators; and promote high performance and Accountability.
- An Organizer: We believe organizing people and resources into our work is how we get the goods. In this case, "the goods" are money that we can use to carry out bold, forward-thinking campaigns.

- Straightforward and self-possessed; one who shares information readily, listens as well as gives advice and respects the abilities of others; diplomatic. Willing to do what it takes: including local and national travel and long hours across multiple time zones, when needed.

### **COMPENSATION & BENEFITS**

Salary is based on experience and location. We offer a competitive compensation and benefits package. This is a full-time position with benefits, including health, dental, and PTO.

### **TO APPLY**

Applications are reviewed on a rolling basis until the position is filled. To apply please submit your resume along with a cover letter via email as promptly as possible to [jobs@mijente.net](mailto:jobs@mijente.net). Please include in the subject line the position title. We cannot respond to telephone or email inquiries.

### **This Position Will Remain Open Until Filled**

*Mijente is an equal opportunity employer and makes employment decisions on the basis of qualifications. We make a particular effort to recruit people of color, women, LGBTQ, and working-class people. Mijente policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation.*