



## **Job Description**

### **Director of Advancement**

**Reports to:** Executive Director

**Status:** Full-time, Exempt

**Start Date:** Immediately

**Organization: Latino U College Access (LUCA)** is a college access and success nonprofit organization in Westchester County, NY, whose mission is to empower first-generation Latino students on their journeys to college so they can fulfill their remarkable academic and life potential. Founded in 2012, LUCA's proven six-year program has reached over 8,000 students and families in 8 partner high schools with resources supporting college admissions, financial aid applications, college transition, college success, and career readiness. Our programs deliver bilingual, culturally relevant programming that informs, guides and supports students to and through college completion.

**Position Summary:** The Director of Advancement is a senior member of LUCA's leadership team responsible for planning and implementing short and long-term development strategies. In this role, the successful candidate will support the Executive Director and lead efforts to ensure that LUCA maintains and grows a diverse funding stream while cultivating relationships in the community and with corporate partners.

The Director of Advancement manages individual donor gifts, fundraising events, grants and foundation support, government grants and corporate giving in alignment with the organization's strategic and development plans. They will oversee a small and dedicated advancement team, including a full-time Advancement Manager and a Communications Coordinator in addition to working closely with the Board of Directors' Development Committee.

#### **Key Responsibilities**

- Develop and oversee implementation of a comprehensive Development Plan.
- Manage and steward donor relationships and lead efforts in cultivation, solicitation, stewardship, and recognition of donors.
- Develop and strengthen relationships with individuals, corporations, government agencies, and foundations.
- Collaborate on proposals, corporate agreements, and other materials needed to secure partnerships and funding opportunities.
- Create and implement new and innovative streams of revenue that grow and diversify support.
- Analyze fundraising data and prepare weekly/monthly and annual reports and donor analysis.
- Attend Board meetings and engage Board members as ambassadors to identify, establish, and advance relationships with potential donors or prospective partners.
- Ensure timely processing and acknowledgement of all donor gifts and event attendee information.

- Oversee creation of all external materials including print and electronic appeals, stewardship communication, newsletters, annual reports, presentations and meeting packets.
- Ensure the integrity of the organization's branding and communications is maintained.
- Oversee event management contractor and volunteer event committee to plan and execute annual fundraising event for +350 guests.
- Monitor grant opportunities and develop relationships with existing foundations and funders to increase funding.
- Partner with the Director of Programs to ensure timely reporting for all grants.

#### **Desired Qualifications:**

- **Minimum of six years' experience** in fundraising, grant writing and procurement.
- **Knowledge and commitment to LUCA's mission;** higher education, educational equity and access to opportunity.
- **Experience in nonprofit organizations** with a track record of success growing and diversifying revenue streams for organizations of similar size or larger.
- **Strategic thinker:** Ability to think strategically to create viable fundraising plans with ambitious, but attainable goals.
- **Excellent written and verbal communications skills;** ability to influence and engage a wide range of donors and build long-term relationships.
- **Experience managing and coordinating fundraising events;** social media platforms and communications efforts.
- **Mastery of donor software** and proficiency in Google Drive Suite and manipulating fundraising database systems required. Knowledge of Salesforce CRM preferred.
- **Exceptional attention to detail;** strong organizational skills and ability to set priorities effectively.
- **Flexibility;** demonstrated ability to manage multiple tasks simultaneously in a fast paced environment.
- **Interpersonal skills:** A collaborative and communicative managerial style and success managing relationships in a warm and professional manner.
- **Bachelor's Degree required.**
- **Spanish Fluency is a plus** but not required.

#### **Compensation, Benefits & Location**

The compensation range for this role is between **\$90,000 - \$100,000** plus a competitive benefits package including a health insurance plan, generous paid time off, retirement plan and more.

This role is based in White Plains, NY and the organization currently operates in a **remote-hybrid model** with 3 days in office and 2 virtual WFH. Ability to work flexible hours that include occasional weekends and evenings, as needed.

**To Apply:** Please email cover letter and resume to Julie DelValle, Sr. Operations Manager at [recruit@latinou.org](mailto:recruit@latinou.org)

Please include **"Director of Advancement"** in the subject line. **NO PHONE CALLS PLEASE.**

*Latino U College Access, Inc. is an Equal Opportunity Employer*