PROMOTING HEALTHY COMMUNITIES

Latino Community Services, Inc. (LCS) is a non-profit organization dedicated to reducing the further spread of HIV/AIDS among the Latino community and other populations at risk and to improving the quality of life and health outcomes of individuals affected by HIV/AIDS.

JOB ANNOUNCEMENT:
Institutional Advancement Director (12 hours/week)
$30.00/hour

Description:

The Institutional Advancement Director's primary responsibilities are to oversee fund development for Latino Community Services (LCS). Latino Community Services is a 25-year old AIDS Service Organization which has historically been funded primarily by government sources. At this point in time, LCS is looking to continue its recent expansion into individual donor development including growing the donor base, expanding a five-year old Annual AIDS Walk, and connecting with constituents through on-line means.

Under the direction of the Executive Director and in tandem with the Finance & Operations Director, and Deputy Director, the part-time Institutional Advancement Director will be accountable and responsible for fundraising activities, which include but are not limited to the following responsibilities:

Duties:

- Fundraising Planning – Work with Executive Director and Finance and Operations Director to develop year-long plans that spell out fundraising strategies and goals to meet the organization's annual operating needs for agency and programmatic sustainability.
- Communications/Marketing – Develop and implement a comprehensive communications and marketing plan, including media outreach and communication with stakeholders
- Board Development - Work along with the Executive Director and Board of Directors to meet fundraising goals. Activities may include training new board members on fundraising strategies and developing and presenting the Board with the year-long plan to reach annual fundraising goals.
- Donor Communication – Maintain the agency donor management system, develop and send acknowledgements to donors and funders, report to foundations or large donors on specific projects, prospect research, write and send mail appeals and other fundraising appeals
- Social Media - Oversee social media and communications, including Facebook, Twitter, and e-newsletters and appeals.
- Volunteer Management – Establish a plan for recruiting and utilizing volunteers in a meaningful way for both fundraising and program services.

Position Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Minimum of three to five years experience in nonprofit fundraising.
- Individual must be highly organized, a self-starter, very motivated.
- Ability to relate well to public and private funders, individual contributors, Board members, community leaders, volunteers and staff.
- Excellent interpersonal, oral and written communication skills in English and Spanish a must. Must have proposal writing and foundation experience, strong presentation skills a must, with the

ability to successfully convey LCS' mission, vision, close a deal, and confirm mutual understandings.

- Must exercise strict sense of organizational confidentiality
- Must have the ability to work with abstract ideas, synthesized concrete goals, and to create strategies to achieve goals.
- Proficiency in Microsoft Office, the Internet (including Facebook and Twitter), and fundraising software (DonorPro).
- Must be able to accompany/attend community activities, dressing and conducting oneself in a manner that conveys credibility and is appropriate to the professional organization.
- Must have working knowledge of, and sensitivity to issues regarding not-for-profit organizations to assure compliance with all legal and fiscal management requirements related to the solicitation of funds.
- Must pay close attention to details and be able to manage multiple activities. Must have experience in working with diverse groups from many employment and socio-economic backgrounds.
- Must have access to a car as frequent, local travel is required.
- Must be willing to work some evenings/weekends

Visit www.lcs-ct.org/content/employment-opportunities for employment application.
Only applicants who submit all required materials will be considered.
Please submit employment application and supplementary materials to:

Human Resources
Latino Community Services, Inc.
184 Wethersfield Avenue, Hartford, CT 06114
or fax to: (860) 728-3782 attn: Human Resources

LCS is an Equal Opportunity Employer