



Mission Cultural Center for Latino Arts

2868 Mission St., San Francisco, CA 94110 - 415-845-1661 - 415-648-0933 (fax)

FUND DEVELOPMENT / PROJECTS ASSOCIATE

(15 HRS / WEEK - CONTRACTUAL POSITION)

SCOPE OF WORK - reports to and provides development and projects support and assistance to the Executive Director in fundraising, and coordination with internal and external parties for contribution and donation administration.

ESSENTIAL FUNCTIONS

- Liaise and cultivate prospects, donors, sponsors, businesses, and other contributors.
- Work with Center's departments and Board to implement a fundraising program.
- Plan and coordinate Center's main annual fundraiser(s).
- Work on special assigned fund development projects.

PROVIDE ASSISTANCE

- in the development, coordination and execution of an annual Fund Development Plan that meets programming, general operating and capital improvement needs.
- in the development and implementation of a grant-writing and solicitation process, to include online research of public and private grant opportunities..
- preparing proposals, donor correspondence and other aspects of contributed income, including grant processing and reporting schedules.
- preparing final reports for grants and projects..

ABILITY TO:

- communicate effectively and accurately, both orally and in writing
- establish working relationships and interact in a professional manner with a wide range of people with several competing demands and priorities.
- effectively use social media tools such as Facebook, Twitter, etc.
- work independently and resourcefully to complete assigned tasks with minimal supervision.
- handle multiple projects simultaneously especially around development deadlines.
- keep current on professional issues relating to development activities.
- Confine services, activities and efforts within Center's mission, goals and policies
- maintain confidentiality and work as a team player is essential.

MINIMUM QUALIFICATIONS

- BA /BS or equivalent development experience
- 2 yrs experience in development / fundraising / project coordination field in small or mid-sized non-profit environment,
- Advanced computer, DB, and social media skills required: MsWord, Google, Excel, Access, Facebook.
- Knowledge of Latino Arts & Culture, visual and performing arts helpful.

**Please email cover letter, resume and preferred day/time for interview to:
info@missionculturalcenter.org No phone calls please.**



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ART WITH A MISSION - The MCCLA was established in 1977 by artists and community activists with a shared vision to promote, preserve and develop the Latino cultural arts that reflect the living tradition and experiences of Chicano, Mexican, Central and South American, and Caribbean people. The MCCLA makes the arts accessible as an essential element to community development and well being.