



Mission Cultural Center for Latino Arts

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

FUND DEVELOPMENT / PROJECTS ASSOCIATE

Contractual Position

20 hrs / Week - \$20/hr

SCOPE OF WORK - Provide Fund Development and Project Assistance to the Executive Director in the areas of fundraising, sponsorships, donations, marketing, and special projects.

ESSENTIAL FUNCTIONS

- Contact and cultivate prospects, donors, sponsors, businesses, and other contributors.
- Research public and private grant opportunities.
- Identify and procure in-kind contributions (items, services, etc.).
- Work on special assigned fund development projects and events.

MANAGEMENT & RECORD KEEPING

- Manage, track, and update development Database system, to include: prospects, funders, sponsors, donors, contributors, and in-kind.
- Maintain accurate and organized contributed income records and files.

CORRESPONDENCE AND REPORTS

- Prepare personalized proposals, sponsorship, follow up and thank you letters.
- Gather appropriate documentation for the submission of proposals and grants.
- Submit monthly contact and activities report.

ABILITY TO:

- Communicate effectively and accurately, orally and in writing (in English and Spanish), and make public presentations.
- Establish working relationships and interact in a professional manner with a wide range of people.
- Establish priorities among multiple projects, and around development deadlines.
- 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 fundraising / project planning / event coordination
- effectively use advanced computer /social media tools such as Facebook, Twitter, Excel, Access.

APPLY:

Please email jennie@missionculturalcenter.org or fax (415) 648-0933 (no phone calls please) the following to be considered:

- Resume and Cover Letter summarizing verifiable education and work experience.
- At least 3 professional references.
- Best day and time for an interview.

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.