



Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

JOB DESCRIPTION

Job Title: Development Director

FSLA Status: Part-time (20-25 hrs PW), non-exempt

FTE: .625

Reports to: Executive Director

Job Purpose

The part-time Development Director for the Mission Cultural Center for Latino Arts (MCCLA), leads and advances the organization's fundraising efforts, and ensures MCCLA's long-term sustainability. Because we serve the community, our work includes evening and weekend hours, and a changeable work schedule. Regular and reliable attendance is an essential function of this job.

Essential Functions

Develop & Implement Fundraising Strategies

- Collaborate with the Executive Director and Board of Directors to develop comprehensive fundraising strategies, with a specific focus on endowments, planned giving, and capital campaigns.
- Create and execute annual fundraising plans to meet or exceed revenue goals.
- Identify and cultivate relationships with potential major donors, corporations, and foundations.
- Draft grant proposals, submit and follow up.
- Manage a portfolio of major gift prospects and personally solicit and steward gifts.

Donor Relations & Stewardship

- Develop and maintain strong relationships with donors, ensuring appropriate recognition and stewardship.
- Design and implement donor cultivation and engagement strategies.
- Collaborate with the MCCLA team to provide donors with meaningful opportunities to connect with the organization's mission and impact.
- Maintain confidential, secure, accurate and up-to-date donor records in the fundraising database.

Plan & Execute Fundraising Events

- With Executive Director and Board of Directors, develop strategies to execute MCCLA's premier fundraising events.



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- Solicit corporate sponsorships for fundraising events.
- Solicit major and individual donors for events.
- Collaborate with the MCCLA team to ensure successful fundraising events.

Experience and Education

- 7+ years' development and fundraising experience and a track record of success in securing major gifts and meeting fundraising goals.
- Deep understanding of development strategies and fundraising best practices. Ability to construct, articulate, and implement annual strategic development plan including: donor cultivation, direct solicitations, and stewardship, proposal and grant development (government and foundation grants), corporate sponsorships, and event planning and management.
- Fundraising software, databases and tools expertise.
- Experience with email marketing and design, social media and online advertising trends as well as community and grassroots marketing.
- Demonstrated success in writing and securing grant proposals and reports.

Skills/Abilities

- Adept at crafting proposals, synthesizing information from diverse sources, solicitation letters, and donor correspondence. Exceptional proofreading and copy-editing skills. Meticulous attention to detail required.
- Superior written, verbal and interpersonal skills. Ability to influence and engage a wide range of donors and build long-term relationships. Proven experience in telling the story of an organization.
- Self-starter attitude—takes the initiative, works without supervision and begin projects independently.
- Willing to work hands-on in developing and executing a variety of development and advancement activities.
- Flexible and adaptable—manages a constantly changing work environment and thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Creative—finds other ways to reach funding objectives when barriers arise.
- Ability to perform ad-hoc data analysis of donor data.



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Desired Qualifications

- Previous success in managing endowments, planned giving programs, or capital campaigns.
- Established network and connections within the philanthropic community.
- Communication skills in English and Spanish.
- Experience working in a nonprofit arts organization or cultural institution.
- Genuine interest in and enthusiasm for the cultural arts that reflect the living tradition and experiences of the Chicano, Central and South American, and Caribbean people.

Physical Requirements

The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

- Primary functions require sufficient physical ability to work in an office setting and operate office equipment; to help with the physical installation of exhibits. This may include painting walls or pedestals, allocating display materials and removing artwork.
- Activities that occur constantly are communicating effectively with others to exchange information; assessing the accuracy, neatness and thoroughness of the work; repeating motions efficiently that may include the wrists, hands and/or fingers; remaining in a stationary position, often standing or sitting for prolonged periods.
- Activities that occur occasionally are moving about to accomplish tasks or moving/traveling from one worksite to another; adjusting or moving objects less than 50 pounds in all directions.

Work Environment

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an indoor environment; some noise, dust, variance in temperatures, moisture and/or humidity, paint fumes.

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment, or a promise or guarantee of any specific terms or conditions of employment. The Mission Cultural Center for Latino Arts may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.



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Send Letter of Interest, Resume, and summary of previous success in managing endowments, planned giving programs, or capital campaigns to: martina@missionculturalcenter.org