



Individual Giving Officer Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

Position Description: The Individual Giving Officer plays an integral role in the successful implementation and ongoing fund development efforts at Latina Institute. The role has primary responsibility for the development of an individual and major donor strategy, including the identification, cultivation, solicitation, and stewardship of donors including board members. A key member of the Development team, this position is primarily responsible for all individual giving, digital fundraising, and major donor gifts for Latina Institute. This individual will be accountable for building a prospect pipeline for individual giving and creating a sustainable year-round individual giving strategy that speaks to different audiences within the spectrum of advocacy and reproductive justice.

The Individual Giving Officer will develop and lead a comprehensive annual appeal program alongside our digital fundraising consulting team, including strategies to incorporate digital campaigns, focus on new donors, increasing average gift amounts, and implementing tools to codify best practices for reach including donor surveying.

The Individual Giving Officer will also be responsible for planning and executing in-person and digital events for donors. The position will be expected to work independently while collaborating with other departments in gathering content, success stories, and quantitative data to support storytelling of the organization's work. This position oversees the Senior Development Associate who supports in the execution of individual and major donor giving plans. The position reports to the Senior Director of Growth and will work in tandem with the senior staff and board members to develop and grow the individual giving program.

Expertise in systems and workflows for fundraising principles and methods is required to expand and maintain fundraising for the organization. The ability to develop strategies for the cultivation, solicitation, and stewardship of donor relationships with mission aligned individuals. Experience creating and implementing individualized cultivation and solicitation plans for donors, crafting digital fundraising campaigns, and planning/executing donor events. The ability to develop knowledge of, respect for, and skills to engage and understand the work of the Latina Institute to best vet and assign prospects for further engagement.

Employee Status: Full Time, Exempt
Flexible 40 hours per week, typically Monday through Friday between 8am – 6pm EST

Location: Based in NYC Area,
Hybrid/Remote with up to 30% travel

The Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way. Due to the nature of this particular role, you

must be based in the New York area and will need to travel nationwide up to 30% for meetings, events, and work sites. Additionally, you will need to work from the New York City up to twice a month for departmental meetings.

Responsibilities include (but are not limited to):

- Supports and participates in implementing a strategic fundraising plan to annually raise \$9M+ from existing funding sources.
- Collaborates with staff on individual giving strategies for projects and programs.
- Develops and manages cultivation, relationship building, and stewardship activities with individuals, including preparation of cultivation materials with standard materials and project specific inserts, and events.
- Manages acknowledgement processes in collaboration with development staff.
- Liaise with Board of Directors to provide support around fundraising goals and annual meetings.
- Execute on fundraising plans and strategies that generate significant results, including Giving Tuesday, End of Year, and Annual Pledge campaigns.
- Evaluates and develops cultivation strategies for potential prospects that align with Latina Institute's mission, programs, and goals.
- Utilizes cultivation strategies and research to prepare senior Latina Institute staff in advance of events, conferences, or meetings.
- Develops a thorough understanding of Latina Institute's program and advocacy areas, including the nuances of the reproductive justice framework we conduct our work through.
- Other duties may be assigned.

What You Will Need to Be Successful:

- Bachelor's degree required.
- Experienced development professional with a knowledge of and/or experience with a national nonprofit preferably with advocacy and/or social justice focus a plus.
- Ideal candidate will possess a minimum of 3 years of experience fundraising (digital fundraising, major donor cultivation and stewardship, prospect research, grant writing, or grant report writing) with individual funders.
- Demonstrated ability to work collaboratively with staff, consultants, partners, and funders.
- Proven track record of securing and successfully cultivating sponsorships, match campaigns, and corporate support.
- Superb research, organizational, project management, time management, communication skills.
- Ability to work collegially in a fast-paced environment and adapt to change as necessary.
- Experience with Microsoft Office and database systems, preferably Salesforce and/or EveryAction.

Salary Range: \$80,000 - \$90,000

Benefits: The Latina Institute offers excellent benefits for our employees. Some highlights of our comprehensive package of include:

- Medical, dental, and vision plans

- Vacation, Wellness and Sick PTO
- 401K Retirement plan with a 3% employer match
- Paid parental leave
- \$1000 towards professional/wellness development

Application Procedure: Please send your resume and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: **Applicant – Individual Giving Officer**

National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.