

## Development Associate Job Description

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

**Position Description:** The Development Associate will play an integral role in building out the capacity of Latina Institute's fundraising programs. This is an ideal opportunity for someone interested in learning about fundraising for a reproductive justice organization as we embark on a new strategic planning process in 2023.

The Development Associate will be responsible for supporting both individual and institutional fundraising strategies through drafting donor communications, conducting prospect research, developing internal reports, and ensuring accurate recordkeeping in Salesforce, amongst other duties. The position will be expected to work independently as well as collaboratively, while engaging a cross section of the organization to gather content, success stories, and quantitative data.

The Development Associate will report directly to the Major Gifts Manager.

**Location:** Temporarily remote; New York, NY or Washington, DC

**Employee Status:** Full Time, Exempt, 40 hours per week  
Flexible schedule of Monday - Friday between an 8AM – 6PM EST Window

**Responsibilities include (but are not limited to):**

- Conduct prospect research on foundations, individual donors, and candidates for the Board of Directors.
- Ensure accurate and detailed record keeping in Salesforce for both foundation and individual donor records.
- Write and edit development materials as requested.
- Implement individual giving campaigns with the Major Gifts Manager, communications team, and digital engagement consultants.
- Prepare monthly, quarterly, and annual reports detailing the performance of Latina Institute fundraising appeals.
- Support the development and execution of virtual and in-person fundraising events.
- Liaise with the Finance Team to accurately track and code revenue.
- Other duties as assigned.

**We're looking for someone who is:**

**Justice Oriented:**

You are interested in the ways that fundraising and philanthropy can contribute to a shift that advances an intersectional approach to social justice. You are inspired by the idea of using your skills to educate donors about the intersectional issues that make up reproductive justice and to move hearts and minds away from long-held stereotypes about the Latina/x community.

**A Relationship Builder:**

You are genuinely curious about new people and possess strong listening skills. You like learning what motivates people, what inspires their generosity, and makes them feel appreciated. You have the ability to initiate, organize and manage projects, and to interface successfully with colleagues in a collaborative approach.

**Highly Organized:**

You can manage across multiple work streams and functions, keeping deadlines and managing complexity by simplifying solutions, systems and processes with clarity and attention to detail. You have an ability to efficiently initiate and complete multiple tasks on time.

**Adaptable, Reliable, and Flexible:**

You can handle any curveball, and in fact, you plan for them. Additionally, you are strategic and have the ability to pivot quickly as priorities shift and the team continues to take shape.

**Aligned with Team Values:**

You bring enthusiasm to learn and grow in both a demanding and close-knit work environment that seeks to continually improve and grow by bringing excellence through collaboration, feedback, and transparency.

**What You Will Need to Be Successful:**

- At least 1-3 years of relevant experience in fundraising/development for U.S.-based non-profit organization, preferably with an advocacy and/or social justice focus.
- Demonstrated ability to write in a clear, structured, and persuasive manner.
- Ability to develop, nurture and manage professional, respectful, and positive working relationships across all functional lines of the organization with a service driven mind.
- Excellent time and project management skills with a results-driven approach.
- Ability to meet goals and balance competing priorities, while working under pressure.
- Experience maintaining records in Salesforce.
- Fluency in Spanish is preferred but not required.

**Salary Range:** \$50,000 - \$60,000 based on experience.  
Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional development

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

**Application Procedure:** Please send your resume and cover letter via e-mail to [humanresources@latinainstitute.org](mailto:humanresources@latinainstitute.org). Please include in the subject line: **Applicant – Development Associate**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. 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. Women, people of color, including bilingual and bicultural individuals, LGBTQIA persons, and people with disabilities are encouraged to apply.