

Senior Director of Institutional Growth Job Description

Organizational Overview

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 Overview

The Senior Director of Institutional Growth is a key member of our senior leadership team and the driving force behind the Latina Institute's fundraising vision. In close partnership with the Executive Director, Managing Director, and other senior leaders, this role leads the charge in building, sustaining, and expanding the financial resources that power our mission.

This is not a behind-the-scenes position. It is a highly visible, relationship-centered leadership role for a strategic, results-oriented fundraiser who thrives on engaging donors, inspiring teams, and translating vision into measurable growth.

The Senior Director will bring a proven track record in major gifts, individual giving, and donor cultivation, along with expertise in leading high-performing teams and opening new funding pathways. With an eye on both stability and expansion, they will grow our budget while strengthening our long-term development infrastructure and deepening connections with institutional funders, individual donors, and strategic partners.

This position requires local, regional, and national travel, up to 40% of the time, to meet with funders, attend events, and engage with stakeholders nationwide.

Location

Latina Institute operates as a remote organization but requires certain roles to be based in specific locations with a hybrid schedule. This role must be based in either New York City, Washington, DC, or the California Bay Area, with the ability to work from designated office spaces as needed. Regular travel (up to 40%) will be required for in-person events, meetings, and other key engagements.

Employment Status

Full-time, Exempt (Flexible 40 hours/week, typically Monday–Friday, 8 a.m.–6 p.m. EST)

Key Responsibilities

Fundraising Leadership

- Serve as the chief architect and supervisor of the organization's major gifts and individual giving strategies.
- Personally cultivate, solicit, and steward a portfolio of high-capacity donors and prospects.
- Expand the major donor base beyond event-driven engagement toward sustained, long-term, strategic relationships through creative and bold strategies.
- Oversee the development and execution of **successful** donor campaigns and events.
- Strengthen and expand institutional fundraising by leading and overseeing the stewarding of current funders and driving the prospecting and securing of new partnerships.
- Motivate and foster a culture of fundraising support and individual and major donor stewardship across all levels of the organization, with a special emphasis on supporting the Board of Directors.
- Establish and maintain streamlined and transparent processes for tracking deliverables, elevating accountability, and ensuring consistent high-quality reporting to donors.
- Collaborate closely with program teams to ensure contract deliverables are met and maintain strong consistent reporting or progress

Strategic Development Planning

- Design and implement an integrated resource development strategy, including major gifts, corporate and foundation support, and planned giving.
- Execute and operationalize the vision of expanding revenue sources for the organization as outlined in our 2024 strategic plan.
- Monitor and analyze fundraising data to regularly inform donor segmentation, targeting, and stewardship strategies, and increase donor engagement and retention.
- Anticipate trends in philanthropy, provide consistent projections and data analysis to respond and adapt, as necessary, to position the Latina Institute for long-term funding stability and growth.
- Consistently review contractor needs and manage process for soliciting competitive RFPs for specialized support services (event planning, grant writing, prospecting, etc), as necessary.
- Oversee donor data management and provide regular analytical reports to leadership and the Board.

Management and Leadership

- Lead, inspire, and mentor a diverse development team of 4 people (and growing) to drive results and achieve concrete fundraising goals with clarity, transparency, and trust.
- Hire, onboard, and integrate new team members to strengthen departmental capacity.
- Foster a culture of collaboration, high-performance, accountability, and innovation.
- Vet and oversee existing contractor relationships (grant writing, Individual giving) to ensure timely, competitive proposals and reports.
- Serve as a strategic partner on the senior leadership team to support and lead organization-wide initiatives related to wellness, equity, and anti-racism.
- With the Executive Director. help lead internal messaging and conversations with the staff and Board on all aspects of revenue generation.

External Representation

- Represent the Latina Institute at high-profile events, donor meetings, and public speaking engagements.
- Serve as a compelling spokesperson, deepening the organization's visibility and influence with philanthropic partners.
- Build and maintain strategic relationships that expand the organization's reach and resources.

Required Qualifications

- 10+ years of fundraising/development experience, with at least 5–7 years in major gifts and donor cultivation.
- Proven track record in securing high-level contributions and growing donor pipelines.
- Strong management experience with the ability to build, mentor, and retain high-performing teams.
- Comfort and confidence in public-facing roles, with excellent public speaking and relationship-building skills.
- Skilled communicator with the ability to inspire confidence and trust, both internally and externally.
- Proven track record of being a problem solver, and having an adaptable demeanor and ability to be flexible in real time to match the shifting demands of different situations.
- Proven track record of consistently achieving results, even under tough circumstances.
- Inclination toward innovation and creative thinking.
- Ability to travel up to 40% of the time.
- Must be based in NYC, Washington, DC, or the California Bay Area.
- Bachelor's degree required; graduate degree preferred.

Preferred Qualifications

- Experience in nonprofit development, foundation fundraising, or corporate philanthropy strongly preferred.
- Bilingual (Spanish/English) strongly preferred.
- Experience in reproductive justice, social justice, or aligned movements preferred.

Who You Are & What Makes You Successful Here

You are an influential and inspiring fundraiser who blends strategy with genuine connection. Over your career, you have built deep, lasting relationships with individual donors, philanthropists, and institutional partners — connections you are ready to leverage to accelerate the Latina Institute's growth from day one. These relationships endure because they are rooted in confidence, authenticity, and trust. You are as comfortable making a polished presentation to a room of potential funders as you are sitting down for a one-on-one conversation that sparks a new long-term partnership.

You see both the big picture and the small details, balancing ambitious vision with a disciplined, results-driven approach. You lead with clarity, transparency, and integrity, and you bring out the

best in your team by fostering a culture of collaboration, innovation, mutual accountability, trust, , and high performance.

In this role, you will thrive if you are:

- **Relationship-Driven:** You connect with people in a way that inspires action and long-term commitment to a cause.
- **A Proven Fundraiser:** You have a history of securing significant gifts and expanding donor networks.
- **Strategic & Creative:** You can design ambitious, innovative growth strategies and adapt them to meet shifting opportunities.
- **An Empowering Leader:** You invest in your team's growth, set high expectations, and provide the support to meet them.
- **Confident & Public-Facing:** You can own a room, communicate with authenticity, and represent the mission with passion.
- **Persistent & Resilient:** You meet challenges with creativity, energy, and optimism, always focused on results.

Why Join Us

At the Latina Institute, you'll be more than a development leader - you'll be the driving force behind our growth and impact. Here, your leadership, creativity, and relationships drive transformative change that strengthens community power across the country.

You'll join a team that is ambitious, bold, and committed to collective impact. Collaborative and strategic, this environment gives you both the autonomy to innovate and the support to lead with purpose. Every campaign, connection, and milestone move us closer to a future where our voices and communities thrive.

Your leadership here will be the spark that ignites bold growth and lasting impact across communities nationwide.

Salary

\$170,000 - \$190,000

Application Procedure

Please send your resume and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: Applicant – Senior Director of Growth.

The 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