



Director of Development & Fundraising

POSITION DESCRIPTION

The Director of Development and Fundraising will lead initiatives that advance the overall sustainability, growth, and success of the organization, with responsibility for fundraising, friendraising, and community engagement at Conexión Américas. This position oversees the organization's multifaceted development strategy, including foundation, corporate, individual, merchandise, and event fundraising. The role also includes frontline fundraising through the management of a portfolio of corporate and major donors, as well as leads grant writing and reporting. The Director provides strategic leadership to the Development team and directly supervises the Associate Director of Development and Fundraising. In partnership with the Co-Executive Directors, this position will develop and implement strategies to strengthen the organization's financial sustainability, expand its relationships and reach, and support long-term organizational growth and impact.

This position follows a hybrid schedule, with three days per week in the office and up to two days working remotely, depending on organizational needs.

This full-time exempt position reports to the Co-Executive Directors.

Salary range based on experience and other relevant qualifications: \$87,000-\$95,000

Only candidates who can demonstrate total commitment to the mission and values of Conexión Américas should apply. Please read about our mission and values on our website at www.conexionamericas.org.

Please submit a cover letter, resume and 1-2 examples of your fundraising results (including major gifts, grants or corporate partnerships) to Tara Lentz, Co-Executive Director, via email to tara@conexionamericas.org. No phone calls or in-person inquiries, please.

Please include the following email subject header: *Application: Director of Development and Fundraising- FIRST NAME, LAST NAME*

Key Duties and Responsibilities:

Strategy and Team Management (30%)

- Work with Co-Executive Directors to develop revenue strategy and actionable fundraising goals across foundation, corporate, individual and event giving
- Track and report on revenue, analyze revenue trends and use that to guide fundraising strategy
- Guide development team, and align development activities with overall organizational strategy
- Oversee development budget
- Establish and achieve annual fundraising goals, maintain a healthy donor pipeline, strengthen donor retention, and regularly report on revenue performance, opportunities, and risks.

Proposal Writing and Donor Communication (25%)

- Write major grant request proposals for funding and lead grant pipeline
- Collaborate across Conexión Américas' departments - Communications, Finance, Programs and Leadership - to ensure compliance with program standards/policies and requirements from funding sources, including reporting
- Create compelling donor materials, letters, impact reports and other information to share with donors

Donor Cultivation and Portfolio Management (35%)

- Directly support the creation and implementation of a major donor strategy, including directly managing a portfolio of mid and major donors.
- Lead corporate fundraising strategy, including corporate move management, relationship cultivation, and stewardship.
- Conduct donor visits and participate in meetings, events, and other engagement opportunities designed to cultivate and steward donors and prospects.
- Build and maintain strong, long-term relationships with the Conexión Américas' community, stakeholders and prospective donors.
- Maintain accurate and timely records of all donor interactions, histories, proposals, in the organization's CRM.

Organizational Leadership (10%)

- Serve as a member of the organization's leadership team, partnering closely with the Co-Executive Directors as a strategic thought partner to advance the organization's long-term vision and impact.
- Create and nurture effective communication and collaboration within the full staff team.

- Support the organization to maintain, develop and cultivate mutually beneficial relationships with other nonprofits, governmental agencies and organizations.
- Represent Conexión Américas with professionalism and enthusiasm in community meetings, events and engagements in coordination with the Co-Executive Directors
- Provide tours of Casa Azafrán, as needed

QUALIFICATIONS (Education and Experience)

- Bachelor's degree or equivalent relevant professional experience.
- Minimum of five years of progressive nonprofit fundraising experience, with demonstrated success in major gifts, corporate partnerships, and institutional funding.
- Experience in grant writing, grant management, and reporting.
- Proven ability to lead, supervise, and motivate a team while managing competing priorities and deadlines.
- Strong relationship-building, communication, and interpersonal skills, with the ability to engage diverse donors, partners, and stakeholders.
- Experience with donor CRM systems, fundraising pipelines, and performance reporting.
- Strategic, organized, and results-oriented, with strong attention to detail and the ability to work collaboratively in a dynamic environment.
- Availability to attend evening and weekend events and travel locally as needed. Willing and able to provide hands-on logistical support during events.
- Bilingual Spanish/English skills preferred.

Job responsibilities include but are not limited to those listed above. As with every other position at Conexión Américas, every person in the organization will assist in any way necessary to respond to new demands and to ensure a cooperative environment.

About Conexión Américas

Conexión Américas is a Latino nonprofit organization based in Nashville, TN. Our mission is to build a welcoming community and create opportunities where Latino families can belong, contribute and succeed. Our organization was founded in 2002 to address some of the most pressing challenges created by recent demographic changes in Middle Tennessee as an increasing number of Latino families come to this region searching for a better quality of life.

We focus on four areas of community impact:

Social Integration (family engagement, youth development and college access and success), **Economic Integration** (microentrepreneurship, English classes, digital literacy and tax preparation), **Civic Integration** (advocacy and leadership development), and **Community Development** (arts and placemaking).

For more information about Conexión Américas, visit us at conexionamericas.org and check out our organization's profile at www.GivingMatters.com