



## Community Advancement Officer / Gerente de Promoción Comunitaria Part-Time 20-25hrs

### Duties and responsibilities:

ISLA is actively looking for a "Community Advancement Officer." The ideal candidate must hold a strong nonprofit background with a demonstrated history of success in fundraising, donor-centered, community engagement and events management. Passionate about relationships-building with community, donors, volunteers and partners. Skilled at coordinating project timelines and program goals. Committed to the mission and values of ISLA. Passionate lifting the ISLA voice on all platforms that attracts every stakeholder to the organization. Committed to empowering communities and individuals through collective action and building a strong relationship with community and donors. We envision an equitable society strengthened by the power, knowledge and value of Latin American language and culture.

### Fundraising & Donor Relations:

- Manage, supervise, and chair a fundraising committee including staff and volunteers.
- Meet strategic direction goals through individual contributions.
- Implement strategies to attract and engage donors, increase donor retention, and include donor pipeline strategies.
- Design promotional materials and communication with donors
- Develop and maintain ongoing relationships with major donors
- Develop and implement Planned Giving, Endowment funds, and other Special Campaigns as needed by the agency.
- Collaborate effectively with the Executive Director and ISLA staff to carry out all responsibilities.
- Oversee organization of fundraising events
- Ensure all fundraising and community initiatives are planned, delivered, monitored and evaluated effectively
- Develop new fundraising initiatives and/or techniques as it is appropriate to meet fundraising goals.
- Implement strategies to attract and engage donors, increase donor retention, and include donor pipeline strategies.
- Oversee development and management of donor databases and that it aligns with the yearly budget.





### Community:

- Plan and effectively execute an integrated marketing program to enhance community awareness of programs and generate positive results for the overall success of the organization.
- Create an annual report to demonstrate the impact of the organization.
- Coordinate public relations efforts that maintain the organization in a favorable light, creates interest in the organization, promotes special events, and increases exposure of programs, builds relationships with key media, community leaders, and enhances the overall perception of the organization.

### Qualifications:

- Knowledge of the nonprofit sector
- Minimum 3 years experience fundraising for a nonprofit organization
- Demonstrated evidence of willingness and ability to make asks.
- Ability to communicate, collaborate, lead, and report to a diverse group of teammates and stakeholders.
- Alignment with ISLA's mission to build community and leadership through educational Spanish language and cultural immersion programs
- Demonstrated knowledge of the nonprofit sector and the adaptability required to achieve the mission.
- Demonstrated experience utilizing donor database systems.
- Bilingual in Spanish and English, both written and verbal communication, preferred.

To apply, submit your resume and cover letter, with your salary expectation, to [jenice@laislaschool.org](mailto:jenice@laislaschool.org)

ISLA is an Equal Opportunity Employer and does not discriminate in its employment decisions on the basis of any protected category. ISLA is committed to diversity, equity, and inclusion.

