



CARECEN

LATINO RESOURCE AND JUSTICE CENTER

Strengthening the Latino Community in the Washington, D.C. Area

Job Announcement

Job title: Resource Development Associate

Since 1981, the Central American Resource Center (CARECEN) has fostered the comprehensive development of the Latino population in the Washington metropolitan region by providing direct services while promoting grassroots empowerment, civic participation, and human rights advocacy.

Position overview

CARECEN seeks a full-time Resource Development Associate to implement the organization's fundraising and communications strategies. The Associate will work under the supervision of the Director of Operations to assist in developing and implementing the annual development plan for the organization and its programs. Primary responsibilities include administrative support for the cultivation, solicitation, and stewardship of grants and donations and related communications/social media tasks. The Resource Development Associate will work closely with the Management Team to support all fundraising efforts, including the annual fundraising event and staff and board led events, maintain a funding database, retain existing funders, and prospect for additional revenue streams. The Development Associate will also supervise semester-long development interns as needed.

Specific duties include, but are not limited to:

Fundraising

- Conduct preliminary research on prospective funders and lead application process
- Steward CARECEN's individual donors and develop related funding appeals
- Lead the Fundraising Committee in executing CARECEN's fundraising strategies
- Develop and maintain an organizational fundraising calendar
- Maintain the foundation, corporation and individual donor database and provide related reports to Management Team

Communications

- Provide support for CARECEN's external communications strategy
- Maintain CARECEN's social media and web presence
- Develop social media content related to fundraising initiatives and demonstrated community impact

Grant Management

- Support the Management Team with writing and editing grant applications for organizational and programmatic support, and lead assembly of application packets.
- Support the Management Team in grant reporting processes and ensure timely submission

Required Qualifications

- Bachelor's degree
- Written and verbal fluency in Spanish and English
- Ability to work under deadlines
- Proven organization skills and ability to multi-task
- Availability to work some evenings and weekends
- Must be able to work in a collaborative manner and be able to work with diverse groups, including government agencies, foundations, English and Spanish-language media, as well as other advocacy and community organizations.
- Commitment to public service and the mission of CARECEN

Salary / Benefits

Salary commensurate with experience and qualifications. Competitive benefits package includes employer-paid medical and basic life insurance, generous vacation, holidays, and sick-leave. You will be joining a team of committed and dedicated individuals who work tirelessly to ensure the advancement of the Latino community in our region.

To apply

Applicants with personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Those interested should send a resume, cover letter and one-page writing sample to Sarah Hall via e-mail at admin@carecencdc.org with the subject line "Resource Development Associate." No phone calls, please. Applications received by July 7th will be given priority but the position will remain open until filled.