



## INTERIM DEVELOPMENT DIRECTOR CON MI MADRE

*75% or Full-time Contract through May 2018*

### ABOUT CON MI MADRE

Con Mi MADRE (CMM) is in need of a fundraising professional to help bridge the leadership gap while the organization undertakes its search for its next executive director then subsequently, its next development director. Con Mi MADRE is a two-generation organization that empowers young Latinas and their mothers through education and support services that increase preparedness, participation, and success in post-secondary education.

### ABOUT THE INTERIM DEVELOPMENT DIRECTOR

The **Interim Development Director** will serve as a key position for Con Mi MADRE, as its lead fundraising professional who will work in tandem with the Interim Executive Director and Development Associate to produce CMM's signature annual event in May, The Corazon Awards, to be held at the JW Marriott. Last year's Corazon Awards netted more than \$220,000. Responsibilities include committee, volunteer and board coordination for sponsorships, ticket sales, VIP reception, auction(s), event program, media and other event planning aspects. This role will also help provide strategy and manpower for other aspects of development for the organization.

### KEY ATTRIBUTES

- **Goal-oriented:** You are a person that is excited by challenge.
- **Relationship builder:** You enjoy fostering relationships and are completely comfortable soliciting contributions.
- **Innovative, creative and strategic thinker:** You have the ability to analyze, plan and execute strategies, from big picture to tiny details.
- **Highly productive with ability to multi-task and self-manage:** You are adept at knowing how to prioritize tasks and your time most effectively to achieve goals.
- **Excellent 'customer' service skills:** Interacting with staff, board, donors, and the public, you have strong listening skills, are patient, well-spoken, and polite.
- **Flexible, fluid and comfortable with a certain amount of ambiguity:** You are able and willing to shift focus to address emerging needs and you are comfortable working independently.
- **Passionate for mission-based work and the Austin community:** You bring a joyfulness to your work that shines through.

### QUALIFICATIONS

- Bachelor's degree required
- **Minimum** 3 to 5 years' experience in fundraising in Austin with a proven record of success with large fundraising events
- Demonstrated excellence in organizational, project management and communication skills

- Familiarity with the Greater Austin philanthropic and business community; relationships with Austin donors and community stakeholders
- Ability to work both autonomously and in collaboration
- Proficiency with technology and its role in development communication, including use of social media, email marketing and development software for donor tracking
- Excellent written and oral communication skills
- Access to reliable transportation, proof of insurance, and a valid driver's license required

### **SPECIFIC RESPONSIBILITIES**

- Strategically planning, implementing, evaluating, and managing the development and event program for The Corazon Awards including coordination of event committees, sponsors, board, volunteers, vendors, staff, media etc.
- Partnering with IED, Development Associate, board members, and volunteers to identify, cultivate, and solicit potential significant donors to help meet funding goals for the organization
- Participate and help lead donor stewardship efforts, including thank you letters, reports to the Board of Directors, and other fundraising correspondence
- Collaborating with the IED and Development Associate on foundation research, grant writing and other general development efforts
- Coordinating with Development Associate on donor data capture; maintaining security and quality controls; generating queries, reports, exports and any other collection data as needed
- Serving as a spokesperson for Con Mi MADRE as needed, developing and maintaining close working relationships with the philanthropic community as needed
- Collaborating with Director of Communications and PR on marketing materials, social media and awareness campaigns, event promotion etc.

### **COMPENSATION**

- Ballpark annualized salary range of \$60,000, depending on qualifications; no benefits.

**To apply for this position, please send your resume and letter of interest (specifically addressing how your skills and experience will allow you to excel in this particular role) to:**

**Beverly Hamilton at [Beverly@conmimadre.org](mailto:Beverly@conmimadre.org)**

**THE DEADLINE TO APPLY IS January 18, 2019.  
APPLICATIONS WILL BE CONSIDERED AS RECEIVED.**