

***Centro Presente, Inc.***

17 Inner Belt Road  
Somerville, MA 02143  
Tel: (617) 629-4731

**JOB DESCRIPTION  
DEVELOPMENT COORDINATOR**

**Mission:** Established in 1981, Centro Presente, is a member-driven, statewide organization dedicated to achieving the self-determination of the Latino immigrant community in Massachusetts. Centro Presente fights for immigrant rights and economic and social justice. Through the integration of service provision, community organizing and leadership development, Centro Presente strives to give voice to our membership and build community power.

**Context:** Centro Presente's fundraising work is key to our financial stability and long-term viability. The funds raised through foundations, private donors and special events make up anywhere between 45% and 50% of our annual operating budget. Centro Presente does not receive federal government funds, therefore the most significant sources of our income are foundation grants, individual donations, fees for services and fundraising events. Centro Presente is an organization that focuses on organizing and leadership development. In that context, we are striving to become more autonomous from private foundations and more dependent on our community. Thus, the Development Coordinator will play a pivotal role in helping Centro Presente develop and implement strategies to increase our reliance on our private donors.

**General Description of Position:** Under the supervision of and in collaboration with the Executive Director, the Development Coordinator is responsible for raising approximately 45% to 50% of Centro Presente's \$800,000 annual budget. The fundraising includes funds for general operating support as well as for program support. The fundraising comes from private foundations, corporations, donors and special events. In addition, in conjunction with the Executive Director, the Development Coordinator, collaborates in volunteer recruitment and coordination. Centro Presente's Development Coordinator plays an important role in identifying strategies for increasing grass roots fundraising efforts, developing, organizing and strengthening our private donor base.

**Duties and Responsibilities:**

- Develop an annual fundraising strategic plan that meets the funding needs of our programs and general operations. The plan, prepared every Fall and completed by December each year, must include regular and new sources of funding and a timeline indicating deadlines for submitting grant proposals and expected dates and amounts of grant awards.
- Research, contact and apply to new sources of funding each year.
- Write and submit grant proposals by deadlines. Grant proposals must address all the points/issues required by funding source.
- Write reports required by funders and foundations by deadlines. Reports must address all the points/issues required by funding source.
- Work with program directors to articulate programs well for grant proposals and to report accurate program statistics and information.
- Strengthen and increase our private donor base.
- Prepare at least two annual appeal letters.
- Produce in collaboration with the Executive Director and other staff four newsletters, included as part of our appeal letters. The newsletters will be produced both in print and electronic forms.
- Develop, maintain and nurture relationships with funders and donors by, among other things, sending thank you notes and letters and by keeping them informed about important events and developments at Centro Presente.
- Maintain records and documentation for all proposals, reports, appeal letters, and donations and grants received.

- Maintain our contacts database (Giftworks) which centralizes information on sister agencies, volunteers, donors, funders, media, churches, and other Centro Presente friends and allies. Work with Executive Director and Program Coordinators in the strategic use of this database.
- Prepare and submit to Executive Director a monthly report updating status of grant proposals, reports, and grant awards.
- Accompany and/or support Executive Director with site visits from foundations and donors, attending special functions to promote Centro Presente's work, and participating in the United Way's Speaker's Bureau and Employee Campaign.
- Recruit and orient volunteers for Centro Presente. Keep volunteer records on file.
- Participate in departmental, inter-departmental and organization-wide staff meetings to improve coordination and integration of work and to contribute to overall departmental and agency-wide organizational development.
- Participate in cross-organization work groups or teams to coordinate Centro Presente's community events and to enhance Centro Presente's administrative functioning.
- Supervise Centro Presente's IT part-time technician and make sure that Centro Presente's technological systems are well and up to date.

**Competencies:**

- One to three years fundraising experience.
- Bachelor's Degree in nonprofit management, marketing, public relations or related field required. Master's Degree preferred.
- Excellent written and oral communication skills.
- Excellent research skills.
- Excellent organizational skills.
- Excellent presentation skills.
- Basic knowledge of accounting and budgeting principles.
- Strong personal commitment to the Latino/a immigrant community and to Centro Presente's mission.
- Demonstrated trustworthiness and discretion.
- Ability to handle multiple tasks at the same time.
- Bi-lingual/bi-cultural, Spanish and English.
- Computer literacy: word processing, database management, desktop publishing, spreadsheets.
- A "good attitude" is a must!

**Salary range:** \$30,000 to \$35,000

**How to Apply:**

Applicants should send a resume, references, and cover letter to:

Patricia Montes  
 Executive Director  
 Centro Presente  
 17 Inner Belt Road  
 Somerville, MA 02143.

Or via e-mail to: [pmontes@cpresente.org](mailto:pmontes@cpresente.org) and [mvarea@cpresente.org](mailto:mvarea@cpresente.org)

Applications should be received by September 10, 2009. No phone calls, please.

*Centro Presente is an affirmative action/equal opportunity employer and strongly encourages women and people of color to apply.*