



COMMUNITY DEVELOPMENT CORPORATION
5136 NE 42nd Ave.
Portland OR 97218
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www.haciendacdc.org

JOB ANNOUNCEMENT

Title: Fund Development Director
Salary Range: \$25-30/Hr. DOE
Status: 30 Hrs/week, regular, salaried, exempt position
Benefits: Employer-paid medical & dental insurance for employee; and 401(k) optional employee and flexible plans; and generous vacation plan
Reports to: Executive Director

Position Summary: Responsible for the planning, management and implementation of all fund development activities including special events, and foundation, corporate, government and individual solicitation. This position reports to the Executive Director and works closely with Board of Directors and program management staff to cultivate and grow relationships with Hacienda's supporters to fund the operations and programs of the organization and diversify our funding base to ensure the financial sustainability of the organization.

Main Responsibilities:

Oversee all fund raising for annual operations, special programs, and long-term financial security of Hacienda including, but not limited to the following:

- Create, cultivate donor relationships with prospective foundation, government, and corporate donors
- Lead, develop and coordinate special events
- Research and manage data on relevant funding sources and develop a system to track upcoming deadlines
- Analyze funder priorities and trends, as well as review Hacienda's strategic advantages and leverage points
- Work with program staff to develop project proposals that reflect established program goals and objectives
- Supervise two support staff for grant writing, external communications and public relations efforts
- Prepare funding proposals and/or letters of inquiry for submission to potential private and public funders
- Contact funders to discuss prospective proposal concepts and/or submitted proposals
- Prepare timely reports to funders
- Develop and ensure implementation of annual fundraising plan
- Provide regular expert advice to the Executive Director and Board of Directors on fund development matters
- Represent the organization externally in close coordination with and as assigned by the Executive Director

Qualifications: This is a senior management position. The minimum qualifications include five (5) years of experience and a proven track record in fundraising. Individual must have excellent verbal and written communication skills, as well as strong organizational skills, attention to detail, and ability to be concurrently involved in many activities. This position also requires a proven ability to successfully network and to develop and maintain relationships with funders, work under pressure to meet goals and deadlines, and work with diverse partners to develop successful fundraising projects. Individual must be willing to cold call potential funders to discuss Hacienda projects and demonstrate a genuine interest and enthusiasm for community development and working with the Latino community.

To Apply: Submit Resume, a cover letter explaining how your skills and experience qualify you for the job, and three professional references by **Noon on June 18, 2010** to:

Hacienda CDC
Attn. Pietro Ferrari, Executive Director
5136 NE 42nd. Ave.
Portland, OR 97218
e-mail: pferrari@haciendacdc.org

Hacienda CDC is an Equal Opportunity Employer