



## LATINO UNION OF CHICAGO

4811 N. Central Park Ave., Chicago, Illinois 60625  
www.latinounion.org  
312-491-9044

### Institutional Advancement Director Job Description

**Position Type:** Full time

**Hybrid?:** Hybrid work

**Language:** Bilingual, English/Spanish

**Reports to:** Executive Director

**Pay Rate:** \$67,000 - \$70,000

**Benefits:** Employer-paid health, vision, and dental. Extensive paid time off, including sabbatical after 3 years of employment, 32-hour work week.

**Position Description:** The Latino Union of Chicago is looking for an Institutional Advancement Director to expand the efforts and capacity of the organization to sustain its work via fundraising and communications. They will be expected to coordinate marketing materials for events and workshops, worker-centered communications initiatives, and program data collection and consolidation alongside members of the organizing team. They will craft and execute a comprehensive fundraising strategy to ensure we have the resources to achieve our mission and vision. They will work closely with the executive director and board of directors to secure the long-term financial health of the organization.

**Who we are:** The Latino Union of Chicago builds power with Day Laborers, Household Workers, and other contracted workers to fight for social and economic justice through education, organizing, advocacy, and coalition building.

### RESPONSIBILITIES

#### GRANT MANAGEMENT (40%):

- **Reports:**
  - Submitting timely reports to current grantors.
    - Ensure accurate financial reporting in collaboration with the finance team.
  - Maintaining up to date records on organizational activities.
    - Ensuring organizers submit timely reports in collaboration with ED.
  - Submit regular fundraising reports to executive director and board of directors.
- **Prospecting:**
  - Identify relevant fundraising opportunities that increase revenue and align with organization mission and vision.
  - Develop plan to engage new donors with the organization.
    - Conduct regular prospect research.
  - Involve Associate Board in identifying and cultivating new donors.
- **Applying to grants:**
  - Maintain calendar of relevant funding deadlines.
  - Ensure timely submission of relevant funding requests as outlined by funders.
  - Maintain records of funder communications and submitted applications.
- **Funder Relationship Stewardship:**
  - Maintain and increase rapport with program officers and other relevant stakeholders.

- Collaborate with executive director on funder site visits and relationship maintenance.

### **COMMUNITY ENGAGEMENT (30%):**

- **Communications:**

- Serve as point of contact for organizational media opportunities.
  - Coordinate and lead press conferences and other media events for the organization.
- Coordinate marketing of organizational events, in collaboration with staff.
  - Maintain media collateral of workshops and other relevant activities.
- Maintain regular schedule of organizational newsletters and other communications platforms.
- Monitor and maintain organizational social media.

- **Individual Donor Engagement:**

- Create materials for individual donor engagement and solicitation.
- Submit prompt gift acknowledgments to donors.
- In collaboration with the Associate Board, connect with and cultivate new individual donors.
- Major donor engagement in collaboration with executive director.

- **Membership Engagement:**

- Attend membership events/meetings.
- Educate and involve general membership in organization stewardship within relevant spaces.
- Engage member leaders in fundraising efforts.
  - Develop and cultivate worker members in their ability to share personal narratives as part of a campaign.

### **FUNDRAISING LEADERSHIP (20%):**

- **Engage** with allied organizations around relevant coalition fundraising and communications needs.
  - Collaborate with Development Directors of allied organizations that provide subgranting opportunities.
  - Provide relevant community engagement opportunities around organizational fundraising and communications.
- **Staff and Board Engagement** for ongoing campaigns including but not limited to:
  - Educating staff and board(s) on fundraising and grants management process
  - Involving staff and board(s) as appropriate with fundraising efforts
    - Development and nurturing of the Associate Board for fundraising leadership

### **OTHER RESPONSIBILITIES (10%):**

- Write up and maintain up-to-date records of relevant information, including: (agenda minutes, activities, campaigns, trainings, etc.)
- Attend Latino Union's bi-weekly staff meetings, weekly organizers meetings, and other staff retreats and organizational meetings as needed.
- Support other organizational tasks as needed.
- Support with translation and interpretation as needed.
- Other duties as assigned.

## QUALIFICATIONS

### Characteristics we seek in candidates:

We seek an excellent communicator, who follows-up with individuals and is committed to building worker and community power by record-keeping, coordinating, educating, facilitating, and spreading the word about the organization and its work; a people-person who's excited about engaging with persons of all backgrounds and life experiences.

### Required Qualifications:

- Commitment to LU's mission and vision, especially in collaborating with workers in developing the tools necessary to improve social and economic conditions.
- Ability to work varied hours depending on community needs, including evenings and weekends.
- Exceptional relationship-builder.
- Excellent communication and organization skills
  - Good attention to detail and well-organized with consistency in follow-up.
- Self-motivated and collectively minded
  - Proven ability to work independently and collaboratively.
- Fluent bilingual in English and Spanish
- Knowledge of use and management of Google Suite and Office Suite, among other tools for documentation and communication.
- Passion and commitment to collaborate with diverse stakeholders in a way that prioritizes worker-member development and builds organizational capacity.
- Experience and competency working in a multiracial, multicultural environment.
- Commitment to challenging the assumptions of Latinidad and advocating for plurinationalism and international solidarity.

### Favored Qualifications:

- 3+ years of experience fundraising.
- Previous experience with communications work.
- Previous project and team management experience.
- Previous experience creating reports with Quickbooks®
- Familiarity with community organizing, immigrants' rights, and workers' rights issues.
- Familiarity with policy change and advocacy.
- Familiarity with Popular Education methods.
- Additional language fluency.

**How to apply:** Please send a cover letter and resume to [jobs@latinounion.org](mailto:jobs@latinounion.org) with "Advancement Director" in the subject line. Applications are considered on a rolling basis until the position is filled but preference will be given to those submitted before November 15, 2024.

**Note to applicants:** We strongly encourage Women, people of color, and immigrants to apply. We are looking for someone who is a good fit within our collaborative working environment and is invested in our organization's sustainable development.

Latino Union is an equal opportunity employer to all employees and applicants for employment without regard to race, creed, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, or marital status, in accordance with applicable federal, state and local laws.