

POSITION: Chief Development Officer

STATUS: Full time

PAYMENT: Salary, commensurate with experience

*Latinos Progresando's **Chief Development Officer** plays a pivotal role in advancing the organization's mission through strategic leadership of fundraising efforts, including planning, oversight, and execution. Reporting directly to the CEO and collaborating closely with the rest of the organization's Executive Team, this person will spearhead initiatives to secure the necessary financial resources to sustain and grow Latinos Progresando's impact and operations. While direct fundraising and management experience is advantageous, Latinos Progresando will consider candidates from careers with strong transferable skills.*

Founded in 1998, Latinos Progresando is a nonprofit organization that delivers high quality information and resources for people to build secure, healthy and productive lives. Latinos Progresando provides quality, affordable immigration legal services, reaching families from more than 60 countries around the world. Additionally, the organization leads a 60-organization coalition called the Marshall Square Resource Network, offers arts and cultural programming, and provides scholarship funding to students from immigrant families.

RESPONSIBILITIES

Fundraising & Strategy

- Work with the CEO to develop and implement a fundraising strategy to generate financial support from foundations, corporations and individual donors
- Oversee Latinos Progresando's grants portfolio including prospecting, proposal development and submission, and reporting
- Supported by the Events & Engagement Director, monitor the recruitment, engagement, and implementation of Latinos Progresando's annual campaign tied to the Bank of America Chicago Marathon
- Contribute to annual financial projections and track progress
- Collaborate with program leadership to identify and prioritize resource needs

Relationship Management

- Develop and manage key donor and stakeholder relationships to build support and enthusiasm for Latinos Progresando's mission
- Develop and implement a formalized donor engagement and stewardship strategy
- Oversee the production of high-quality events, including Latinos Progresando's signature MEX talks event and other engagement events
- Ensure compliance with best practices and uphold organizational and industry ethical standards
- Serve as a public representative of the organization

Team Leadership & Department Operations

- Provide leadership and management for a four-person staff team
- Provide mentorship and professional development for the staff team
- Coordinate the work of consultants, as appropriate
- Ensure consistent, effective department operations to produce high-quality work
- Ensure security of and integrity in organizational data
- Evaluate strategies and implement improvements on an ongoing basis
- Prepare regular reports for the board of directors and executive team
- Liaise with accounting department and relevant program teams to ensure adherence to grant conditions

Board Engagement

- With the CEO, engage the board of directors in the organization's fundraising strategy
- Present at quarterly board meetings on fundraising progress
- Coordinate the activities of the board's Strategy & Development Committee
- Collaborate with board members to leverage their individual networks to support fundraising and strategic goals

Responsibilities may also include other duties, as assigned.

REQUIREMENTS

- Personal values aligned with organizational values and a commitment to the organization's mission
- Robust professional work history with progressive responsibilities, preferably in nonprofit development, but compelling transferable skills and experience will be considered
- Demonstrated experience building and developing a high-functioning team
- Demonstrated experience developing and executing on strategies
- Strong organizational and time management skills, with acute attention to detail
- Ability to excel in both self-directed and collaborative environments
- Ability to communicate effectively and genuinely with diverse stakeholders
- Excellent written and verbal communication skills
- Proficient in Microsoft Office and Google Suite
- Experience with CRMs (Salesforce preferred)
- Bilingual in Spanish and English preferred

Latinos Progresando provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion,

age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Latinos Progresando is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, please contact us before an interview; no candidate will be penalized for requesting an accommodation.

Latinos Progresando offers a robust benefits package, including health and life insurance, a 401k plan, and generous time-off policies. Employees work on-site four days a week and can work one day remotely.

Interested candidates should email their resumes and cover letters with the subject line “Chief Development Officer” to careers@latinopro.org. Incomplete applications will not be reviewed.