



Associate Director Job Description

Location: Santa Cruz, California, US

Start date: May 1, 2017

Organization Overview

Limitless Horizons Ixil's mission is to create opportunities for the indigenous youth, women, and families of Chajul, Guatemala, to develop the academic and professional skills needed to effect change in their lives and community. LHI is incorporated in the US as a 501(c)(3) nonprofit organization and as an NGO in Guatemala. It operates under the direction of a US-based Board of Directors and a team of Guatemala-based staff. LHI focuses on education, literacy, and capacity building, and supports the underserved community of Chajul through comprehensive programming.

Position Overview

The Associate Director leads fundraising and communications, as well as elements of programming and administration, in partnership with the Executive Director. The position advances the overall fundraising strategy of the organization, with a focus on major gifts and relationship management, and oversight of foundation and corporate grants. The Associate Director is the project manager for all development and communications efforts, ensuring a donor-centered approach. Responsibilities also include managing US-based program elements of the organization's community engagement trips, Youth Development Program, and Artisan Program, including partner relationships. In addition, the Associate Director will have some administrative duties that are part of co-running a small US-based office.

We seek a motivated, independent, and highly organized individual to help lead the organization through an exciting period of growth. We are looking for a strategic thinker and experienced project manager who is able to multi-task and focus on details, while overseeing and developing high-level strategy. Outstanding verbal and written communication skills are essential. The ideal candidate will excel in representing the organization with diverse audiences and be able to compellingly convey the mission of the organization across all communication channels. This position will collaborate with the Executive Director and volunteers in the US, as well as with staff in Guatemala. This includes co-supervising international staff in Guatemala who support with communications, grant writing, and program implementation. We offer a flexible work environment and schedule (including the potential for part-time hours), opportunities for travel to Guatemala, and an opportunity to make a difference with an outstanding group of passionate colleagues.

Location: Santa Cruz region or Bay Area more broadly (remote work from the Bay Area with occasional travel to Santa Cruz)

Position Responsibilities

- Manage US-based aspects of volunteer travel trips, Youth Development Program, and Artisan Program.
 - Recruit and coordinate volunteers and participants, including handicraft sellers and trip participants.
 - Develop and steward relationships with key business and networking partners.
 - Manage handicraft inventory, sales and business development.
 - Manage and steward youth sponsorship relationships.
 - Lead development of related communications materials.
- Manage fundraising.

- Manage overall strategy.
- Project manage all development activities, coordinating staff, volunteers, and board members to execute collaborative development strategies effectively and efficiently.
- Support the Executive Director in cultivating a portfolio of major donors.
- Manage a portfolio of individual and foundation donors, including developing new donors and contacts.
- Oversee grant writing, processing, and reporting.
- Coordinate donor engagement opportunities and execute US-based events.
- Provide support and coordination for the Board Fundraising Committee and Board fundraising.
- Maintain accurate records in donor database.
- Oversee donor-related communications, including e-newsletters, appeals, website, and grants.
- Act as US office manager: Execute administrative duties related to mailings, supplies, banking, bill management, office maintenance, and other essential small-office support tasks.

Position Qualifications

- Outstanding verbal and written communication skills, with an ability to communicate with passion across mediums and audiences.
- Excellent networker, both in person and online; draws energy from talking to people.
- High levels of professionalism and leadership skills.
- Knowledge of best practices in non-profit management, development, and communications.
- Advanced-level proficiency in Spanish.
- 2+ years of experience in fundraising, ideally with a focus on individual giving, outreach, partnership development, and relationship management.
- 3+ years of experience in a non-profit setting, ideally with small organization.
- Significant project management experience and expertise.
- Passion for any combination of the following: education, literacy, girls' empowerment, community development, international development, Guatemala, indigenous cultures, and social enterprise.
- Strong attention to detail and organizational skills.
- Experience with donor management software (eTapestry or similar).
- Experience managing people (includes experience managing interns and volunteers).
- Demonstrated ability as a self-starter and independent worker.
- Comfort working in small office, using technology to work closely and collaboratively with a geographically diverse staff and board.
- Commitment to own learning and professional growth.
- Undergraduate degree required.
- Business development background helpful.

Benefits

- Flexible working environment, including the potential for alternative scheduling and some remote work. Fewer than full time hours may be considered.
- Generous holiday, vacation, and sick leave.
- Employer health care subsidy.
- Opportunities for occasional travel to Guatemala.
- Salary range \$39,000-\$46,000/annually, depending on experience (for a fulltime employee)

Application Instructions and Timeline

Please submit a cover letter (noting how you learned of the position) and resume, and a relevant writing sample to opportunities@limitlesshorizonsixil.org with "[YOUR NAME], Associate Director Application" as the subject