



National Latino Education Institute
2011 West Pershing Road
Chicago, Illinois 60609
www.nlei.org

POSITION TITLE: Development Associate

RESPONSIBLE TO: Executive Director

JOB DESCRIPTION: The Development Associate provides support to the Executive Director in all fundraising efforts, volunteer management, administration and other administrative functions.

RESPONSIBILITIES:

1. Supports the mission of NLEI.
2. Commitment to data integrity. Upholds organizational policies.
3. Serves as staff support for the Board of Directors meetings, documents and activities.
4. Records all donations and gifts. Range includes in-kind, materials, checks, cash and online donations and pledges.
5. Provides support in donor stewardship. Composes and processes thank you letters and acknowledgements.
6. Coordinates public acknowledgement of supporters and donors through the organization's various communication platforms including social media.
7. Drafts correspondence and disseminates regular electronic communications for donors, volunteers and key stakeholders.
8. Maintains accurate and updated giving records, grants information and donor data.
9. Manages gift processing and reporting. Supports the overall process of donor acquisition and renewal.
10. Assists with donor compliance activities managing deadlines for grant reports grant renewals and new submittal deadlines.
11. Maintains and updates accurate donor information inclusive of sponsors, foundations, Corporations & individuals.
12. Maintains corporate employee match giving program documents and authorization forms.
13. Supports development with researching, prospecting, and identifying funding opportunities
14. Assists in grant writing, grant preparation and submission of grant or funding requests.
15. Write/prepare grant proposals and reports, donor solicitations, campaign materials, and correspondence related to development activities.
16. Provides support in the coordination of fund raising events.
17. Occasionally participates in evening and weekend development and/or organizational events. Due to the pandemic in-person events have been suspended. Coordinates and supports meetings. Assists with presentation materials
18. Coordinates and supports meetings. Assists with presentation materials.
19. Provides support for the strategic plan.
20. Maintains strong, positive, collegial working relationships with staff, Board, and outside consultants and professional service providers on behalf of the Executive Director.

Mission:

The National Latino Education Institute advances our community's economic independence through market and results driven education, training, employment, and advocacy.

QUALIFICATIONS:

- Bachelor of Arts/Science Degree preferred with three years of related experience.
- Proven writing, editing, analytical, communication, and interpersonal skills.
- Excellent computer skills. Proficiency in MS Office Suite and Database management.
- Advanced skills in cloud-based communication platforms and social media.
- Familiar with MS Teams and/or applications such as ZOOM, Webex, or GoTo.
- High level of personal and professional integrity.
- Ability to access the Internet/email when not in the office.
- Knowledge of basic accounting and IRS guidelines for receiving and acknowledging gifts.
- Superior attention to detail; well organized. Able to organize information and data.

OTHER SKILLS and ABILITIES:

Interact in a pleasant and professional manner. Ability to work well under pressure, manage multiple priorities, set and meet deadlines and manage unexpected situations. Previous experience beneficial. Strong technology skills necessary.

To apply send resumes to: resumes@nlei.org

About NLEI:

Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization as it is an education institution and a nonprofit community-based organization serving the LatinX community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, a partner of the American Jobs Center, the IL Veterans Administration and a National Center for Competency Testing (NCCT). NLEI also provides community workforce services and has a myriad of credentialing partners and industry relationships. E/E/O

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