

## JOB DESCRIPTION

**JOB TITLE:** Corporations and Foundations Development Officer

**REPORTS TO:** Director of Program and Fund Development

**DIVISION:** Administration

**EMPLOYMENT TYPE:** Full-time

**FLSA STATUS:** Exempt

**SOC CODE:** 11-2033

**La Casa de Don Pedro** is New Jersey's largest Latinx led community development corporation celebrating 50 years of mission driven and visionary service. Formed in 1972 as a community-based, grassroots organization committed to empowering the Puerto Rican and Latino communities, the organization was named in honor of Puerto Rican nationalist, Don Pedro Albizu Campos, who advocated the twin virtues of self-sufficiency and empowerment and was founded by Newarkers of Puerto Rican descent.

Based in Newark, NJ, La Casa de Don Pedro provides comprehensive and integrated services in the following areas: early childhood development, youth educational, cultural and recreational programs, youth and family counseling, HIV/AIDS prevention and services, workforce development, affordable housing development and counseling, community engagement and development, lead remediation and abatement, and home energy conservation assistance. Learn more at <http://www.lacasanwk.org/>.

### POSITION SUMMARY:

La Casa de Don Pedro seeks an experienced and passionate Corporations and Foundations Development Officer [CFDO] to help strengthen its resource development capacity and impact in order to carry out La Casa's mission to foster self-sufficiency, empowerment, and neighborhood revitalization. This position requires a strong grant writing, reporting, and relationship management background with corporations and foundations.

The Corporations and Foundations Development Officer [CFDO] will support the continued fiscal stability and growth of La Casa de Don Pedro through the stewardship of strong relationships and partnerships with current and prospective corporation and institutional foundations. Under the direction of the Director of Program & Fund Development (DPFD), The CFDO will serve as the organization's foundation and corporation grant writing point person and support the DPFD and La Casa de Don Pedro's leadership team to develop and execute a pipeline of private grants, sponsorships, and other contributions.

### RESPONSIBILITIES AND DUTIES:

La Casa de Don Pedro seeks a Corporations and Foundations Relations Officer with a strong background in corporations and foundations management, with demonstrated experience in prospecting, grant writing, cultivation, and stewardship.

- 1. Grant Writing.** The CFDO will serve as the organization's point person in corporation and foundation prospecting, writing, and reporting. They will assist in the government grants as needed. Experience in securing six-figure grant funding for youth, family, and health services from both private and public funding highly desired.
- 2. Relationship Development & Management.** The CFDO will support the cultivation and stewardship of corporate and foundation partners in collaboration with the President & CEO and Director of Program & Fund Development.
- 3. Grant Reporting.** The CFDO is responsible for ensuring that private grant reporting is completed on time and accurately. The CFDO will devise and maintain a reporting calendar which will track and share reporting requirements and delineate responsibilities to all team members for La Casa's private corporation and foundation grants. The CFDO will work collaboratively with the Fiscal Office, Division Directors, and the Director of Program and Fund Development to write, edit, and submit reports to ensure continuity in reporting for all program areas. The CFDO will develop individualized templates for each major program area to ensure key outcomes are tracked consistently throughout the organization.
- 4. CRM (Customer Relationship Management) Database Management.** The CFDO will manage La Casa's donor database and help support its conversion from Abila FR50 into a new web-based tool.

## QUALIFICATIONS AND REQUIREMENTS

- Strong candidates for this position recognize the role effective partnerships with corporations and foundations play in achieving fundraising goals and building a stronger organization. Strong candidates are passionate about the role of community based social service organizations in improving the quality of life and advancing social and racial justice at a grass roots level and beyond.
- This position requires at least five years of fundraising experience with a strong record of accomplishments in grant writing and reporting for both government and private funding. La Casa's ideal candidate will be able to demonstrate proven results in writing collaborative grants alongside program leadership teams. Experience in securing and stewarding six-figure grant funding for youth, family, and health services from both private and public funding is highly desired.
- A qualified CFDO will have strong experience with CRMs, with a preference for Bloomerang, Neon or similar platforms, and be comfortable analyzing and sharing data.
- Strong oral and written communication skills with demonstrated ability to work in teams and persuasively communicate the organization's mission and programs to potential funders is required.
- Strong candidates are strategic thinkers who are also comfortable engaging donors and asking for support, while being technologically savvy. They will be able to juggle and prioritize multiple projects, and can communicate clearly and concisely, written and verbally.
- Candidates should demonstrate the ability to work effectively with a wide variety of people and diverse racial, cultural, professional, and economic backgrounds. They should be an entrepreneurial self-starter, be able to work independently and in groups.
- Strong computer skills in MS Office Suite are required.
- Bachelor's Degree required.
- Proof of Covid-19 vaccination (1 dose of J&J, or two doses of either Pfizer or Moderna) upon date of hire.

## DESIRED SKILLS

- Cause Marketing, government grant writing, programmatic experience in youth, health, or related social service programs, database management or certification.

## HOURS AND COMPENSATION

- Salary is \$55,000-\$70,000, depending on experience. This is a full-time, exempt position. Health insurance, vision, dental, life insurance 401K after the first year of employment with a 2% employee match, 14 days Paid Time Off including personal days in the first year, and 13 paid holidays. Access to a car and some weekend and evening availability are required.
- La Casa de Don Pedro is currently operating in person with flexibility of one to two days a week working remotely. Travel to and from La Casa de Don Pedro's community centers throughout Newark will be required.

## HOW TO APPLY

- Send a thoughtful cover letter and writing sample to [info@lacasanwk.org](mailto:info@lacasanwk.org) with the subject: *Corporations and Foundations Development Officer*.
- Only candidates considered for an interview will be contacted.

***La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit-based factors, or any other characteristic protected by law.***