



## EMPLOYMENT OPPORTUNITY

### DEVELOPMENT MANAGER

<b>Title:</b>	Development Manager
<b>Starting Salary:</b>	\$74,281.00 per year
<b>Reports to:</b>	Development Director
<b>Location:</b>	Remote
<b>FLSA Status:</b>	Exempt
<b>Position Status:</b>	Regular, Full -Time (up to 40 hours per week)
<b>Effective Date:</b>	October 2023

### ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

### POSITION SUMMARY

The Development Manager supports activities related to Visión y Compromiso's (VyC's) proactive, creative, and relationship-based fundraising strategies. The Development Manager will support the department's objectives by identifying, evaluating, developing, and submitting grant applications and contracts to government agencies, public and private foundations, and other sources to sustain and grow VyC's programs dedicated to improving community health by supporting promotoras. The Development Manager reports to the Director of Development and will coordinate with staff as determined.

The ideal candidate will have strong writing, editing, and communication skills, existing grant writing expertise, and a deep commitment to VyC's mission and work supporting promotoras and community health improvements. This candidate will have in depth knowledge about the barriers impacting low-income communities in California and possess the ability to write from a strengths-based perspective about the social determinants of health impacting immigrant communities. In addition to this critical knowledge and commitment, the ideal candidate will have a demonstrated ability to work independently and in a team environment, will be self-motivated, detail-oriented, well-organized, and able to meet deadlines without sacrificing their quality of work.

### HOW TO APPLY

Applications will be open September 22, 2023, until the position has been filled. Please submit resumes and questions to Debbie Arthur via email with the Subject Line: "Resume- Development Manager, YOUR NAME" at [debbie@visionycompromiso.org](mailto:debbie@visionycompromiso.org)

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Lead grant proposal development and submission – prepare and organize materials for proposals, and submit and monitor grant applications, including:
  - Researching new funding and program development opportunities on a local, state, and federal level.
  - Maintaining and building relationships with funders and other strategic partners on a local, state, and federal level.
  - Researching statistics, trends, and data for developing compelling proposal materials.
  - Drafting proposals, grant application narratives, and budgets and collaborate to finalize with program staff, finance, and the Development Director.
  - Maintaining a master calendar of grants and prospects and all associated files and correspondence.
  - Submitting grants via paper or online portals and maintain list of passwords.
  - Maintaining library of grant support documents including VyC mission/vision statements, bios, IRS forms, Board/Staff data, program results, etc.
- Support Director of Development and/or Grants & Contracts Manager to manage online grant platforms and track proposals through funder decision, reporting, and renewal applications as determined necessary.
- Explore opportunities to expand VyC's fundraising efforts such as develop an individual giving program and/or nurture a portfolio of individual and institutional donors.
- Engage in monthly staff meetings and/or other activities and events as determined.
- Participate as determined in professional development to keep informed about trends and current issues in the development field and/or in agreement with VyC's mission and work.

***Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.***

## **CORE COMPETENCIES**

- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the promotores model or other community leadership models and its role in creating health equity, nationally and internationally.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience.

## **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION**

Bachelor's Degree (BA or BS) is preferred, however sufficient experience will not be overlooked.

## **EXPERIENCE**

- A minimum of (5) five years' experience with grant writing especially in a community-based organization or public health setting.
- Experience managing online grant platforms and tracking proposals through the planning, preparation, and submission stages.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

Valid Driver's License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance required if driving.

### **LANGUAGE SKILLS**

Ability to express complex ideas in writing and respond to questions clearly and concisely. Strong oral communication and copy-editing skills. Ability to complete reports and write business correspondence. Proven ability to comprehend and respond to complex grant documents. Because of the population served, the ability to read, write and speak in English and Spanish is highly desired.

### **COMPUTER SKILLS**

Proficiency in MS Office (Word, Excel, PowerPoint) and Internet Explorer or other widely used and supported Internet browsers. Proficiency in Google Suite, Email, database, internet research, social media, and online grant submission platforms and have the ability to adapt to changing technology. Experience creating and managing spreadsheet data.

### **TRAVEL REQUIREMENTS**

Ability to travel as needed.

### **PREFERRED SKILLS AND QUALIFICATIONS**

- Experience with coordinating community projects and conducting successful outreach in diverse settings.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, timeliness, cost-effectiveness, accuracy, and results.
- Exceptional communication skills and time management skills.
- Advanced organizational skills with the ability to handle multiple assignments.
- Ability to work independently as well as part of a team.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee will sit, talk, hear and use hands and fingers up to 3/4 of the time. The employee will stand and walk up to 1/4 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in these various work environments is typically quiet to moderate.

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