



600 South Cherry Street, Suite 1200
Denver, Colorado 80246-1712
tel: 303.398.7400 fax: 303.398.7430
rcfdenver.org

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Job Announcement

Managing Director of the Latino Community Foundation of Colorado

BACKGROUND

The mission of the Latino Community Foundation of Colorado (LCFC) is to promote Latino philanthropy and to support organizations serving the Latino community. The LCFC fulfills its mission in two ways:

- 1) Provides support to community leaders, business leaders and families to strengthen their individual philanthropic efforts
- 2) Brings Latinos together to make a greater impact through grantmaking

Housed at Rose Community Foundation, the LCFC was launched in 2006 through a partnership between Rose, Hispanics in Philanthropy, The Jay and Rose Phillips Family Foundation and the Western Union Foundation. In the first phase of this strategic donor partnership, LCFC has worked to increase Latino participation and leadership in philanthropy for the benefit of Latino-led and Latino-serving nonprofits across Colorado. This is an effort by Latinos for Latinos with support from others who believe in potential Latino philanthropic engagement.

During its startup years, the LCFC has established a governance structure composed of founding investors, built relationships with local and national institutional funders, and made grants to approximately two dozen Latino-led, Latino-serving grantees in Colorado. During the next phase of its growth, the LCFC will expand its emphasis on fund development by broadening its base of funding sources including funding institutions, businesses, families and individuals. This will require a development professional with knowledge and experience in a variety of fundraising strategies.

JOB DESCRIPTION

The Managing Director will manage and coordinate all activities and functions of the LCFC. This position, reporting to the Director of Philanthropic Services, will work with key members of Rose Community Foundation as well as key local and national donors. Primary responsibilities will include donor solicitation and stewardship activities; overseeing all support activities regarding the donor-groups' education and grantmaking activities; providing support for marketing efforts; event planning; information-sharing with funders and other partners; and supporting other related projects as needed. Specific duties include:

Development

- Finalize and implement an aggressive development plan
- Build organizational sustainability by expanding the existing donor base
 - Perform prospect research
 - Coordinate solicitation efforts of leadership council members
 - Make direct solicitations to potential donors
- Staff a volunteer leadership council consisting of donors to LCFC
- Maintain and cultivate strategic funding relationships with local and national funders
- Create timely formal reporting systems

Grantmaking and Program Administration

- Develop and facilitate grantmaking activities to educate and engage Latinos in philanthropy
- Develop and maintain positive professional relationships with nonprofit organizations and communities in Colorado
- Manage the project's budget
- Plan and facilitate LCFC meetings of founders and committees
- Administer local and national grants

Communications

- Develop and document curriculum for LCFC donors
- Represent LCFC at community events, professional meetings and conferences
- Work with Rose Community Foundation's Communications Department to plan and implement a marketing and communications program for the LCFC.

Event Planning and Implementation

- Convene LCFC grantees at least annually
- Plan and coordinate meetings and fundraising events

Administration

- Keep Rose Community Foundation apprised of LCFC's activities and developments
- Ensure compliance with financial, communication and technology protocols

QUALIFICATIONS

- Knowledge of the metro Denver and statewide Latino community and/or experience in the Latino-serving nonprofit community
- Bachelor's degree or equivalent required
- Minimum of five years of nonprofit management or leadership experience
- Strong commitment to the values and goals of LCFC
- Proven fundraising experience with success in cultivating, soliciting, securing and stewarding donors
- Strong interpersonal skills, with ability to empower leadership in others
- Pro-active, self-starter work style
- Proven experience in recruiting and working with donors
- Bilingual (English and Spanish) preferred

COMPENSATION

The Managing Director will report to the Director of Philanthropic Services and will be an employee of Rose Community Foundation. This is a professional full-time position. Compensation will be commensurate with experience. A benefits package is provided through Rose Community Foundation.

TO APPLY

Send resume and cover letter electronically to: hr@rcfdenver.org. Application deadline is Friday, June 26, 2009. Start date is early August 2009.