



**Job Title:** Director of Development  
**Reports to:** Executive Director  
**Employment Status:** Full-Time, salaried  
**FLSA Status:** Exempt  
**Salary Range:** \$105,000.00 to \$125,000.00

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant families to become full participants in their community. Our vision is an integrated community where everyone has access to opportunities and pathways to success. We implement this mission through our five programs: Healthy Families, Engaged Citizens, Successful Children, Productive Parents, and Democracy in Action. Our work is sustained by our respect for human dignity and our belief in empowering immigrant families. Located in Round Lake Park, Mano a Mano now serves more than 10,000 immigrant families annually from across Lake and McHenry Counties. Mano a Mano also has a satellite office in North Chicago and other community-based sites across Lake County.

#### **Position Summary:**

The Director of Development (DoD) will be a key member of the leadership team, working closely with the Executive Director and Board of Directors to expand and diversify funding streams, ensuring the financial sustainability of Mano a Mano's mission. This role will be responsible for designing and executing comprehensive fundraising strategies, including major gifts, grants, corporate sponsorships, and special events. The ideal candidate will bring a deep commitment to immigrant communities, strong relationship-building skills, and a strategic mindset to drive resource development and community engagement.

### **Key Responsibilities**

#### **Fundraising & Resource Development**

- Develop and execute an annual fundraising and diversification strategy that increases and sustains revenue.
- Cultivate, solicit, and steward a portfolio of major donors, corporate sponsors, and foundations to support the organization's mission.
- Lead the annual campaign and giving initiatives, including direct appeals, donor cultivation events, and planned giving programs.
- Partner with the Executive Director and Board to engage their networks in fundraising and donor stewardship efforts.
- Ensure timely and meaningful donor recognition and engagement, creating a culture of philanthropy.
- Oversee fundraising and donor management systems, including maintaining databases, software, and donor/prospect records, while providing timely and thorough reports for fundraising data analysis.



- Monitor fundraising metrics and prepare monthly progress reports to assess revenue growth and donor engagement.

### **Grants & Institutional Giving**

- Oversee and expand foundation and corporate grant funding, ensuring alignment with Mano a Mano's mission.
- Oversee the Grant Writer and partner with Program Teams to develop compelling grant proposals, renewal applications, and reports.
- Research new grant opportunities and funding trends to increase restricted and unrestricted revenue.
- Ensure compliance with grant deliverables and deadlines, maintaining accurate records of institutional funding relationships.

### **Special Events & Community Engagement**

- Plan and execute major fundraising events, including the annual Hispanic Heritage Month gala, donor appreciation events, and community-based fundraising initiatives.
- Build partnerships with corporate sponsors, community organizations, and individual donors to enhance event success.
- Represent Mano a Mano at community events, networking opportunities, and philanthropic gatherings to expand visibility and donor engagement.

### **Marketing & Communications for Development**

- Develop and implement donor communication strategies, including print and digital campaigns, newsletters, and social media engagement.
- Work with the Communications Team to create compelling storytelling that showcases Mano a Mano's impact to donors and stakeholders.
- Develop and oversee fundraising materials, annual reports, and case statements that align with the organization's mission and priorities.

### **Board & Leadership Engagement**

- Support and train the Board of Directors on fundraising best practices, equipping them to serve as ambassadors for the organization.
- Serve as the staff liaison to the Development & Fundraising Committees, guiding board-led fundraising initiatives.
- Collaborate with the leadership team to align development strategies with organizational priorities.



### **Qualifications:**

- Bachelor's degree in non-profit management, communications, business, human services, or related field required. Master's degree and/or CFRE preferred.
- Seven+ years in fundraising experience with a proven track record of major gifts, grant writing, and corporate partnerships.
- Experience managing significant fundraising campaigns, donor stewardship programs, government grants and special events.
- Strong understanding of donor management systems (CRM) and data-driven fundraising strategies.
- Expertise in major gift solicitation, corporate partnerships, planned giving, and donor stewardship.
- Strong written, oral, and presentation skills, with an ability to craft compelling donor communications.
- Experience working with a Board of Directors and senior leadership to align fundraising goals with organizational strategy.
- Knowledge of relevant fundraising regulations and best practices in the nonprofit sector.
- Passion for social justice, immigrant rights, and community empowerment.
- Bilingual (English/Spanish) preferred.

### **Benefits:**

- Health Insurance (Medical, Dental, Vision)
- Life insurance
- Hybrid Hours
- Paid time off (Vacation, Sick, and Wellness Days)
- Holidays
- Summer Schedule (Friday afternoons off from June-August)
- Holiday Office closure (2 weeks)
- Team Mental Health Workshops
- Mileage, Internet, Phone Reimbursements

### **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. While performing the duties of this job, the employee is regularly required to operate normal office equipment and use a computer for extended periods of time.

Please send a cover letter and resume to Carla Rosales at [croales@mamfrc.org](mailto:croales@mamfrc.org) or call (847) 201-1521 for more information.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability. Mano a Mano, Family Resource Center has an affirmative policy to maintain the workplace free of sexual harassment and intimidation.