Position Announcement:

Director of Development

Part-time, mostly remote, flexible hours, as employee or self-employed

The New Haven Leon Sister City Project is seeking a part-time Director of Development to join our team. We are passionate about our work to connect and support the people of New Haven and Nicaragua. We are looking for a mission-driven, well-organized person who seeks to use great communications skills to connect the people of New Haven to the people of Nicaragua.

The primary work of the NH/LSCP in León, Nicaragua is to support community-based initiatives in the rural communities of Goyena and Troilo and to facilitate programs and projects that improve public health and community-based education, support women’s rights, and address root causes of poverty. In New Haven we work to build new projects and coalitions to confront the climate change crisis. In both communities we work to build local leadership and capacity and address causes of poverty and injustice.

Our long-time Director of Development will be retiring in the coming months. We believe that we have the opportunity to increase our use of social media and technology, along with person-to-person contact, to carry our work and message of connection to a new generation. The position can be largely remote and the hours can be flexible. This is not a traditional siloed non-profit development position – our Director of Development will be connected to the work we do and the people who are doing that work. We think this opportunity is ideal for someone skilled at organizing projects, who wants to work with a wonderful team delivering important change in the world. Our Director of Development will use communications and networking skills to connect current and future supporters to our values and mission.

About the New Haven Leon Sister City Project

The work of the Project is carried out by two part-time staff in New Haven (including the Director of Development) and three staff in Nicaragua, with the support of an actively-involved Board of Directors. Work in recent years has included

- A Family Gardens project in Goyena to support nutritional needs and economic supports during the COVID crisis;
- An EcoStove project to help families install cookstoves that are less expensive and reduce household pollution;
- A Women's Health project that supports women across a range of risks to health;
- An Afterschool Program in Troilo that now includes a Nutrition Program;
- Climate Organizing in New Haven that connects the dots regarding the U.S.' environmental impact on Nicaragua.

In the past we have sponsored delegations (travel to and from Nicaragua and New Haven to connect our communities). In recent years as that has become less possible, we have begun exploring alternate ways to strengthen inter-community bonds.

We have a very high level of staff stability, and the Board and staff work together extremely collaboratively.

**About this position**

The core of our financial support has been a group of over one hundred individuals who are dedicated to our mission – some who started contributing in recent years, and many who have contributed for a long time. Many of these donors have, over the years, participated in delegations to Nicaragua. We also look for funding through grants and partnerships. We seek to achieve our funding goals in a manner that dovetails with engagement in our programs and activities.

A part-time Director of Development can’t do everything; they will need to engage our Board and volunteers to support their work across a range of development activities:

- Reports and Communications, including social media, newsletters, funder reports, and Board reports
- Lead the donor fundraising campaign (including maintaining relationships with current/past donors, and acquiring new donors; and activating the Board and volunteers in fundraising campaigns)
- Identifying grant opportunities, building relationships, and writing grant applications
- Organizing gatherings and events (both virtual and in-person as appropriate)
- Organizing virtual or in-person delegations.

**Desired qualifications**

While recognizing that we all have areas of strength and areas of growth, and that there is no “perfect” candidate, we believe the following skills will drive success in this position:
❖ Persuasive written communications
❖ Strong oral communication skills (both presentation skills and ability to connect effectively with people)
❖ Proficiency with social media and technology
❖ Well organized, self-starter, great follow-up
❖ Excellent project management (planning, monitoring and completion of projects)
❖ Ability to take pleasure in working as part of a team and working independently.

Preferred but not essential skills:
❖ Bi-lingual (English-Spanish)
❖ Familiarity with Nicaragua or Central America.

Hours & compensation

We have a budget of $15,000 - $25,000 per year for this position, depending on experience, hours, and scope of responsibilities. Most likely at this amount, someone will be working part-time. We are flexible about how to utilize those funds most effectively for our next Director of Development – hours of work, employee or independent contractor relationship, etc.

We believe that the NHLSCP can achieve increased funding and expand our impact in the coming years, and we hope to engage a Director of Development who wants to grow their own position as our funding increases.

How to apply:

Send
1) a resume, and
2) a cover letter explaining why you are interested, and what skills, experience or attributes you feel you would bring to the position to hiring@NewHavenLeon.org.

Applications will be reviewed on a rolling basis (the position is open until filled).

The New Haven Leon Sister City Project is committed to building diversity, equity and inclusion in our organization, in our hiring processes and through our work and community engagement. We look forward to engaging with others who share our commitment.