

DEVELOPMENT ASSOCIATE

Mission: Mi Escuelita Preschool teaches English language and early learning skills to children from all cultures and prepares them for academic success. We strive to have children that are academically, socially and emotionally prepared to excel and become self-sufficient and productive members of our community. We also encourage families to support life-long learning through a very effective parent engagement program. We embrace the magnitude of our responsibility for laying a strong educational foundation and take our job as educators very seriously.

Position Summary: Support from the community is vital the success of the Mi Escuelita program. Financial support is obtained from the federal and state government, private contributions, United Way, foundation grants, fundraisers and parent-paid tuition. The organization has a very active board and marketing is done both in-house and with the aid of pro bono work in the community. The Development Associate is responsible for fundraising, events, and grant writing. Mi Escuelita is forecasting considerable growth over the next three years and offers an opportunity for the successful candidate to make a measureable impact in the life of children.

Reporting:

- Reports to Chief Development Officer. Member of the development team consisting of CEO, CDO, and Associate Director of Community Relations.

Qualifications and Experience:

- Strong commitment to Mi Escuelita's mission, vision and values
- BA or BS in Business or related field
- At least three years of fundraising experience with a non-profit organization
- Management and organization
- Exceptional oral and written communication skills
- Technology – Database management (E-Tapestry preferred), Microsoft Office Suite

Responsibilities:

- *Management and organization:*
 1. Planning and implementing for new funding sources
 2. Maintaining donor profiles & recognitions
 3. Assisting in event planning as needed
 4. Gift Stewardship follow-through
 5. Maintaining fundraising database (Raiser's Edge experience preferred)
- *Fund development:*
 1. Written goals and objectives
 2. Strategic and long-range planning
 3. Research potential funders
 4. Grant proposal writing and reporting
 5. Direct mail campaigns
 6. Annual fund drives
 7. Donor cultivation

Please send cover letter and resume to Borton@miescuelita.org