



Advocacy for Human Rights in the Americas

## **Assistant Director for Philanthropy**

The Washington Office on Latin America (WOLA) seeks an Assistant Director for Philanthropy to join our fast-growing and dynamic fundraising staff. This creative and ambitious team works to increase and expand the philanthropic activities that make WOLA's human rights advocacy possible. We are looking for someone passionate about social change who understands the value and strategic function of fundraising in creating that change. The Assistant Director will work with the Director of Philanthropy and the Development Assistant to engage with a committed community of individual supporters and manage a growing portfolio of \$1,000-\$5,000-level donors through individual solicitation and events. The Assistant Director will lead planning on events, conference calls, and online engagement for the WOLA Partners' Council. The ideal candidate is flexible, creative, and entrepreneurial.

WOLA is a vibrant and growing organization in which everyone is self-motivated, goal-oriented, and passionate about our mission. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA has been recognized twice by *Washingtonian Magazine* as one of DC's "Best Places to Work" and by *The Washington Post* as one of DC's best-managed nonprofits.

### **Responsibilities include:**

1. Manage relationships with a growing portfolio of individuals giving \$1,000-\$5,000, including identification, cultivation, solicitation, and stewardship for gifts to the annual fund, gala, and special initiatives.
2. Work collaboratively with and in support of Board Members, WOLA philanthropy staff, and other WOLA representatives to identify, cultivate and solicit current and new donors for organizational priorities.
3. Manage major donor cultivation and stewardship opportunities through the Partners' Council, WOLA's major gift program. Plan Partners' Council annual events, including quarterly calls, President's memos, dinners, and other scheduled programming.
4. Plan and manage the annual WOLA benefit gala to maximize income and increase engagement. Includes sponsorship requests, strategizing on event format, and supporting the Co-Chairs and Host Committee.
5. Coordinate with the Development Assistant on event logistics, prospect and database management, gift processing, and acknowledgments.
6. Execute strategies for low-level donors, including increasing online donor engagement and direct mail appeals and at least two annual campaigns. Collaborate across teams internally to maximize outreach coordination.
7. Support the President, Vice President for Philanthropy and Partnerships, and Director of Philanthropy on major gift strategies and asks as needed.

**Qualifications:**

1. A demonstrated commitment to and interest in human rights and social justice.
2. Three to five years of relevant work experience.
3. Experience in event planning and individual philanthropy preferred. We are also willing to consider candidates with a range of experience where they have demonstrated skills needed to take on this position, such as sales or customer service.
4. Must have initiative, excellent leadership skills and judgment, a strong work ethic, and the ability to work well in teams within a fast-paced organization.
5. Must have excellent interpersonal skills and experience managing the expectations and needs of a diverse group of high-level volunteers and philanthropists.
6. Exceptional verbal and written English communication skills. Knowledge of Spanish preferred.
7. Highly-organized and efficient; able to prioritize work based on minimal direction and multiple competing priorities.
8. Exceptional analytical skills
9. Knowledge of advocacy and public policy process preferred.
10. Ability and willingness to travel both domestically and internationally.

**Salary:** \$62,000; full health, dental, vision, and life insurance 100% employer paid.

**Applications Due:** May 20<sup>th</sup>, 2019

**Start Date:** July 2019

**To apply:** Please submit, in English, the following items in one PDF document: cover letter, resume, two-page English writing sample, and a list of three references with daytime telephone numbers and emails to [employment@wola.org](mailto:employment@wola.org)

-No phone calls, please-

*WOLA values a diverse workplace, and encourages minority candidates to apply. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, prior record of arrest or conviction, or caregiver status.*