



Development Manager

PCUN's mission is to empower farmworkers and Latinx working families through community building, increasing representation, and systems change at the state and national levels. Our fundamental goal since our founding has been to end exploitation and all of its effects it has had on farmworkers - and that legacy continues today.

Reporting to and in partnership with the Operations Director, the Development Manager will spearhead development efforts for PCUN as it continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

Responsibilities:

- Develop and execute PCUN's fundraising plan in collaboration with Operations Director and Executive Director.
- Meet with prospective donors and supporters, maintaining communication with them.
- Small and Major Donor cultivation, and development.
- Oversee grant seeking, including research, proposal writing, and reporting requirements.
- Direct annual fund program, including mailings and online fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate special fundraising events (ie. PCUN's Annual Party)
- Oversee fundraising database and tracking systems.
- Oversee the creation of publications to support fundraising activities.
- Oversee end-of-year receipt distribution for tax purposes.
- Annual Reporting, and Compliance
- Other duties as assigned

Membership Coordination:

- Create and grow PCUN's Membership and Sustainer Programs. Benefits package. Levels. Membership asks at all events. Formalize member relations with Farmworker Service Center.

- Update Member Profiles, and coordinate communication to members, and memberships materials
- Work with Communications Director to build Member Communications program
- Oversee membership drives and ensure member dues are paid/up to date.

Qualifications:

- Committed PCUN's values of social, racial, and economic justice
- Excellent writing and communications skills
- Bachelors in Arts or Bachelor's Degree in Science (DOE)
- Demonstrated ability to meet multiple deadlines and able to develop and move projects forward with independence and autonomy
- Self-motivated and works well both independently and on a team
- Ability to prioritize, meet deadlines, manage multiple projects
- Ability to take direction and constructive feedback
- Bilingual Spanish and English - and Bicultural with a deep understanding of Latinx communities. Indigenous languages a plus but not required: Mixteco/Purepecha/Zapotec
- Fundraising experience preferred, but not required.

Salary & Benefits:

- \$40,000-\$45,000 per year FT Salary (DOE)
- Healthcare, Dental, Vision, Chiropractic

Reports to: Operations Director

Send Resume and Cover Letter: mariahinojos@pcun.org

Applications close: *February 1, 2021*