



Promesa Boyle Heights Development Coordinator

Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, and partner organizations working together to realize a shared mission to improve conditions in Boyle Heights at the individual, school, and systems level by building a movement of partner organizations, students, and families collaborating to close the opportunity gap and strengthen supports for students from cradle through college and career. We envision a Boyle Heights where: 1) Every individual has access to a range of supports in the home, in our schools, and in the community to foster school and life success; 2) Organizations are collaborating, well-functioning, and closing the opportunity gap amongst the most marginalized and underserved populations in our community, and; 3) A powerful, resident-led collaborative is winning system-level policy changes that create a safer, healthier, and more stable Boyle Heights. for more information visit: www.promesaboyleheights.org

Proyecto Pastoral is a founding Steering Committee member and the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral was founded in 1986 by community residents and Father Greg Boyle, with a mission to develop the Boyle Heights community through education, leadership development and service. Proyecto Pastoral serves over 6,000 children, youth, families and individuals annually. For more information, visit: www.proyectopastoral.org.

Position Summary: Proyecto Pastoral (Proyecto) seeks a dynamic team member who is motivated to take Promesa Boyle Heights' (Promesa) fundraising activities to the next level in order to support the collaborative's rapid growth. The Development Coordinator will be joining the team at an exciting time of change and growth as Promesa completes its second phase of strategic planning and expansion. Under the supervision of Proyecto's Director of Development and Promesa's Managing Director, and with support from the Strategic Advising team, the Coordinator will research collaborative fundraising models and support with developing a sustainability plan to carry Promesa's growth forward over the next 5 years. The Coordinator will then oversee the execution of the plan, which will include launching a campaign to increase awareness of Promesa and attract more funders, as well as grant writing and grants management of current and new funders.

KEY RESPONSIBILITIES

Strategic Planning

Research different backbone and fundraising models used by Collective Impact collaboratives to build sustainability and work with Promesa's Strategic Advising team to present research findings to Promesa's Sustainability Committee

- Work with the development team to carry out prospect mapping of potential funding prospects for key priority areas (e.g. Early Education, College & Career, Community-Schools)

- Support with developing a 5-year sustainability plan for Promesa and oversee the execution of it

Grant Writing and Management:

- Research, write and submit proposal applications for private, corporate and potential government funders
- Work closely with Promesa staff to gather information and data to submit compelling proposals and reports to funders
- Coordinate site visits including scheduling, preparing staff, writing agendas, and follow up
- Administrative oversight of grants contracts to ensure they are properly executed, including accurate tracking of grant submissions, reports and grant acknowledgements

Campaigns, Events & Communications:

- Launch a fundraising campaign to recruit ambassadors that can help increase awareness of Promesa and attract additional funders
- Coordinate communications for Promesa collaborative including mailings, newsletters, email and other
- Management of Promesa's social media accounts
- Maintain Promesa's website
- Support Promesa fundraising and public relations events
- Identify and cultivate prospects through networking opportunities

General:

- Participate in and represent Promesa at community events and activities
- Maintain and improve donor files on DonorPerfect database
- Provide administrative support and other duties as needed

QUALIFICATIONS

This is an outstanding opportunity to play a critical role in supporting school and community transformation in Boyle Heights. The successful candidate will be able to demonstrate the following:

- Bachelor's Degree, and at least 5 years work experience, with at least 3 years' experience in fundraising, preferably grants management and/or individual giving
- Excellent writing skills required (Demonstration of writing skills will be requested if called in for an interview)
- Demonstrable research skills, in any setting
- Strong preference for bilingual candidates (Spanish/English)
- Experience working in social justice preferred
- Understanding of social media platforms
- Able to quickly establish positive relationships across multiple teams
- Comfortable interacting with a wide variety of stakeholders ranging from foundation staff, individual donors, and Boyle Heights residents



- Takes initiative to see a project through to completion, finding solutions to solve problems along the way
- Self-motivated to work independently
- Exceptional organizational skills to manage multiple priorities
- Excellent attention to detail
- Strong work ethic, able to work flexible hours when needed including some evenings and weekends

To Apply: Please email a cover letter and resume with the subject line **Promesa Development Coordinator Application** to HR@proyectopastoral.org preferably before **October 28th**. Proyecto Pastoral is an equal opportunity employer. Women, people of color and minorities are encouraged to apply.

COMPENSATION & BENEFITS

- Salary commensurate with experience. Full-time, exempt with excellent benefit package, which includes health, dental, vision, vacation, sick days, holidays and a 401k plan.