



## **Council of Mexican Federations Job Description**

**Title:** Development Coordinator  
**Reports To:** Interim Executive Director

**Summary:** The Development Coordinator (DC) will oversee the operations of COFEM's grant development program. The Development Coordinator will assist in the implementation and execution of fundraising efforts.

The Council of Mexican Federations in North America (COFEM) is seeking a passionate, energetic, self-motivated and committed **Development Coordinator** to join COFEM's Los Angeles team. COFEM is a non-profit organization devoted to advancing the rights of the immigrant community. Our mission is to empower immigrant communities to be full participants in the social, political, economic, and cultural life of the United States and their country of origin. We accomplish this work by uniting, strengthening, and expanding our member organizations to better advocate, educate, engage, and mobilize our communities; to help realize the American Dream, preserve and share their cultural traditions and help improve the lives of families and friends in their country of origin.

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### **Responsibilities:**

- Complete grant proposals and reports by a given deadlines. The Development Coordinator will also be assigned to write letters of inquiry, complete grant budgets, and compile documents solicited by funders.
- Maintain donor relations on behalf of the Organization; must constantly communicate with donors to ensure grant contracts are signed, grant reports are submitted on time, and inform funder(s) of donation receipts or pending grant receivables.
- Implement strategies to seek new funders that can support COFEM's programs, mission and/or strategic planning.
- Perform donor and prospect research on individuals, corporations and foundations.
- Responsible for data entry and monitorization of grant revenue and the grants' progress. This includes keeping track of outreach efforts and completion of immigration integration applications.
- Assist the Interim Executive Director in ensuring that grant funding is allocated and spent accordingly to each grant's guidelines and that the grant deliverables are met.
- Draft and complete the annual revenue budget. The Development Coordinator will work in collaboration with the Administration & Operations Coordinator and the Interim Executive Director to have the final annual budget approved by the Organization's Board of Directors.

- Coordinate with the Administration and Operations Coordinator on the development of budget reporting and the processing of gifts and donations.
- Work with the administration department and the Organization's CPA to manage and reconcile development and business income records (including but not limited to monthly development revenue report, pledge status reports, and annual audit preparation).
- Organize and maintain development records, office files, and other materials related to the development program.
- Manage the Organization's website.
- Support in COFEM's major events such as the MADS ceremony or any other community events.
- Other responsibilities may be assigned.

**Required Skills and Experience:**

- 3 years of experience working in grant development & fundraising or project organization
- Excellent verbal and written communication in English and Spanish
- Strong leadership skills
- Ability to manage multiple projects simultaneously, often with shifting priorities, while working under direct supervision or independently
- Advanced in Microsoft Office programs such as Word, Excel and PowerPoint
- Ability to handle confidential donor/constituency information with sensitivity and integrity
- Demonstrated ability to be creative, flexible, well-organized
- Experience in a similar position within the public, private, or non-profit sector is preferred
- Experience with database fundraising software programs is preferred
- Interest and/or experience with human/civil rights issues, immigrant rights, and/or global development is preferred

**Education Requirements:**

Bachelor's degree in creative writing, English, Spanish, public policy, or a related field is highly preferred. Education requirements may be waived if candidate meets all the above skills, abilities, and experiences.

**Benefits:**

Standard employer paid benefits including medical, dental, and life insurance; sick & vacation pay, and 14 employer-paid holidays.

Salary range: \$20-21 per hour (commensurate based on experience)

This is a full-time, at-will, non-exempt position that is contingent to end based on the programs' deliverables and the funds available. The person hired will work 40 hours per week. Office hours are Monday- Friday 9am- 5:30pm. At times, the Development Coordinator will be required to work on weeknights and/or weekends, and at different locations.

**How to Apply:**

COFEM is an equal opportunity employer and does not discriminate. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Application Deadline: September 1, 2020 or until position has been filled. Please send cover letter and resume via email to [lcamacho@cofem.org](mailto:lcamacho@cofem.org).