

## **Development Coordinator**

### **La Luz Centro Cultural**

Hampton, IA 50441

\$17-20/hr – Full - Time, based on experience

### **Organization**

The mission of La Luz Centro Cultural is to promote cultural awareness and diversity with hospitality and supportive services for all. La Luz Centro Cultural is a nonprofit cultural center that supports and provides services to the Hispanic population. Situated in downtown Hampton, the center is the local hub where Latino families and individuals find a sense of belonging and support as newcomers and long-time residents of the United States. La Luz Centro Cultural celebrates cultural events, offers bilingual adult and children programs, provides legal aid and immigration services, runs a local food pantry and it's the main source of information and guidance of social assistance for the community.

### **Benefits**

Medical, Dental, and Vision Insurance. Paid Holidays and Paid Time Off (PTO). Simple IRA. Flexible Hours and Possible Remote Work.

### **Location**

7 2nd Ave NE, Hampton, Iowa – Travel required and the possibility of remote work after a probationary period

### **Summary of position**

The Development Coordinator will be a key member of the nonprofit as we develop, manage and implement a fundraising program that will continue the strategic mission of the center. This role holds outreach responsibilities and works closely with the Executive Director to present a strong, positive image of LLCC organization, programs and services to the community.

### **Position duties and responsibilities**

#### Fundraising and Donor Relations

- Develop and implement a fundraising plan that positively impacts the strategic plan
- Seek out new revenue streams including service revenue, grants, events, etc.
- Assist the Executive Director in developing and maintaining excellent relationships with grantmakers, partners, and both private and corporate donors
- Coordinate volunteer program including volunteer recruitment and outreach
- Maintain an updated customer relationship management database

#### Marketing and Public Relations

- Develop and implement a marketing plan that positively impacts the strategic mission, i.e. new social media strategies, newsletters, public presentations, etc.
- Serve as a LLCC spokesperson
- Maintain connections and create new partnerships inside and outside the community

- Coordinate public relations efforts and communication strategies to ensure LLCC's presence and programs are effectively exposed, including advertisement, media, physical presence and social media interactions

Other responsibilities

- Assist with LLCC's daily operation by offering direct ongoing services.
- Attend staff, board, and other relevant meetings as necessary

**Qualifications**

- Bilingual in English and Spanish, preferred
- Excellent verbal and written communication skills with exceptional attention to details
- Knowledge of budgeting, bookkeeping and reporting
- Competent with computers, Google Applications, Canva and general office tasks.
- Willingness to learn new skills, take additional courses (online and/or in-person) and improve knowledge by watching online seminars, workshops and podcast
- Excellent organization and planning skills
- Strong collaboration skills with the ability to work effectively in a team environment
- Driver's license required

**Personal skills**

- Passionate about the success of LLCC's mission and the community it serves
- Personal qualities of integrity, credibility, and a commitment to and passion for LLCC's nonprofit mission
- Experience working with volunteers, non-profits, and community-based organizations
- Experience working with people of diverse backgrounds, including children, the elderly, minorities and people of diverse cultures
- Ability to lead and effectively work independently without supervision

**Education and Work Experience**

Required: Two-year college degree

Preferred: Some college coursework or equivalent experience in Social Services or Public Relations

La Luz Centro Cultural is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. La Luz is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.