About Sociedad Latina
Since 1968, Sociedad Latina has worked in partnership with Latino youth and families to end destructive cycles of poverty, health disparities, and lack of opportunity in our community. Through our Pathways to Success model we pioneer new and innovative solutions to the most pressing issues facing Latino youth today, supporting positive youth development from age 10-21, creating a community that supports young people, and training all youth to advocate for themselves and their communities. Our comprehensive, intensive array of programming builds skills in four areas: Education, Workforce Development, Civic Engagement, and Arts & Culture. Programs promote long-term engagement and positive relationships with adults, providing youth at-risk with a vast network of support that enables them to grow into confident, competent, self-sustaining, and proud adults.

Development Associate Job Description
The Development Associate assists with implementing all aspects of Sociedad Latina’s fundraising and marketing plans, including grant writing, reporting, marketing, media (including social media), individual donors, appeals, events, and other tasks as assigned. The Development Associate reports directly to the Development Manager and works closely with Sociedad Latina staff, including our Executive Director.

Experience and Qualifications
- 1+ years of experience in grant writing
- 1+ years of experience with social media and marketing & communications
- Experience in donor solicitation
- Proven track record of building organizational capacity through development activities
- Strong organizational and time management skills and attention to detail
- Excellent written and verbal communication skills, including attention to detail, clarity of expression, and familiarity with proposal structure/language
- Creativity and resourcefulness, as well as motivation to learn and develop new skills
- Ability to work independently in a deadline-driven environment
- Demonstrated commitment to Sociedad Latina’s mission of supporting Latino youth and families
- Advanced Spanish language abilities preferred
- Bachelor’s degree required; advanced degree preferred

Grants and Reports Responsibilities
- Research and identify sources of funding for programmatic and operational support
- Write and edit grant LOIs, proposals, reports, and other correspondence to corporate and foundation donors
- Track proposal and report deadlines, status, and results
- Connect with program directors and coordinators to gather necessary information for reports
- Oversee the acknowledgment and recognition of corporate and foundation grants
- Assist with general operations of the development staff as needed, such as mailings, events, and special activities or campaigns

Evaluation Responsibilities
- Perform data quality check for programs and provide results to Development Manager as necessary
- Attend quarterly program quality and data meetings
- Ensure that our Apricot data is capturing info needed for reports
- Program observations

Communications Responsibilities
- Support the implementation of Sociedad Latina's marketing plan, including print and online communications; Graphic design skills would be preferred
- Develop media pitches and cultivate relationships with media outlets to increase visibility of the organization
- Oversee the written acknowledgment of corporate and foundation grants as well as individual donors
- Write press release and press advisory briefings for events

To Apply
Email a cover letter, resume, and two writing samples to mariag@sociedadlatina.org. Graphic design samples welcomed.