



## POSITION OPENING

Title: Development and Finance Director  
Reports to: Board of Directors  
Type: Part-time, non-exempt position requiring 25 hours per week  
Location: Charlotte, NC

### About Circle de Luz

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Circle de Luz is a Charlotte-based non-profit that radically empowers young Latinas by supporting their transformation through extensive mentoring, holistic programming and scholarship funds for further education. We begin working with Latinas in seventh grade and they move through our program as a cohort group until high school graduation. Each Circle de Luz class experiences monthly programs that inspire personal growth, empower them to be more confident and resilient, prepare them for their futures, encourage them to be responsible for their education and well-being, and allow them to contribute to their communities. Upon graduation, each of our program participants (whom we call hijas) receives a \$5,000 scholarship to support her plans for further education. Circle de Luz is committed to providing the highest quality program and the best possible outcomes for the young women we serve, their families, and our community while growing our impact across the city.

### Position Summary

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The Development and Finance Director will...

- Ensure strategic development and financial focus to support the mission, vision, and values of Circle de Luz.
- Maintain financial vision, agreements and relationships with all funders: granters, corporate sponsors, and individual donors.
- Oversee financial and development strategy and execution.
- Manage the daily financial logistics of the organization.

### Primary Responsibilities

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This job description reflects essential functions; it does not prescribe or restrict tasks that may be assigned.

- Plan, execute, and lead Circle de Luz's fund development efforts with the goals of:
  - Securing financial resources needed to execute each year's programs.
  - Lead the effort to recruit giving circle members to support each new class's scholarships.
- Lead staff and the Board of Directors in establishing, coordinating, and implementing a thoughtful, holistic and comprehensive development strategy with measurable outcomes.
- Manage key external financial and development relationships. Cultivate, solicit, and follow-up with a portfolio of donors, funding partners, and supporters.
- Identify, cultivate, and solicit new partners and prospects.
- Oversee the creation, implementation of, and execution of fund development processes including fundraisers, grant research, writing, execution and reports, giving circle recruitment and communication, and corporate sponsorships.
- Monitor all budgeting and financials from donor records to tax receipts, monthly reconciliation to banking agreements, insurance renewals to licensing, preparing reports to analyzing data.

- As a member of the Leadership Team, contribute to organization-wide planning and regular strategic conversations and solutions on cross-functional issues.
- Partner with the Program and Communications Directors in producing marketing collateral and strategic messaging.
- Support the Program and Communications Director and the board in the execution of programs.
- Assist in supervising collegiate interns.

### **General Responsibilities**

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- Embrace and advance the organization's culture of intentional and compassionate leadership, empowerment, vision and innovation, strategic thinking and experience-driven outcomes.
- Create a professional dynamic oriented towards connectedness and completeness in our efforts.
- Develop positive relationships with hijas, their families, mijas, other volunteers, board members, community members and funders.
- Any other duties deemed necessary by the Board of Directors.

### **Position Requirements**

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- Bachelor's Degree
- At least two years in non-profit development and fundraising experience.
- Demonstrated track record of achieving goals and leading others.
- Fluency with computer systems, Microsoft Office applications, Google Drive, and financial and fundraising databases.
- Ability to speak Spanish a plus.

### **Knowledge, Skills, and Abilities**

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- High degree of motivation with a proven ability to work independently, meet deadlines, manage multiple priorities, and move work forward on numerous fronts simultaneously while eliciting the confidence of others.
- Deep emotional intelligence with an ability to build trust and relate to our members and their families, our giving circle members and other funders, and our leadership in order to establish and maintain mutually beneficial relationships and achieve goals.
- Ability to thrive in a creative, fast-moving, mission-driven culture.
- Strong initiative and problem-solving skills.
- High degree of detail-orientation and precision.
- Excellent verbal and written communication skills including talent in relationship-building, public presentations, and writing.
- Strong capacity to develop comprehensive and organization building strategies for growth
- Capacity to elicit confidence by leading through the vision and values of Circle de Luz.
- Enthusiasm combined with a genuine commitment to and passion for the mission of Circle de Luz.

### **Work Environment and Compensation**

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This position is based in Charlotte, NC and is a part-time, non-exempt position requiring 25 hours of work a week with some ability to work virtually. Some weekend and evening in-person and virtual work is required. Compensation is \$25 an hour for a maximum of 25 hours a week for 50 weeks each year.

### **Application Instructions**

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Interested candidates should submit a resume and cover letter, including the names and contact information of three references, with an email subject line of Development and Finance Director (Last Name, First Name) to [lorenapriego@circledeluz.org](mailto:lorenapriego@circledeluz.org) by February 24, 2021. Target start

date is April 19, 2021.

**We are an equal opportunity employer committed to building an inclusive work environment.**