



SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF
WOMEN

110 N Ocean Avenue, Patchogue NY 11772

Phone: (631) 980-2555, www.sepamujer.org

POSITION TITLE:	Development and Executive Manager
REPORTS TO:	Executive Director
Hours/Week:	40 hrs (Full Time)
FLSA Definition:	Exempt

About SEPA Mujer

SEPA Mujer is a Latina rights organization dedicated to social change, women's rights, immigrant rights, and other issues. Founded in 1993, they empower Latinas through training, workshops, legal assistance, and community engagement.

We are seeking a highly motivated and organized individual to join our team as a Development and Executive Manager. This unique role combines executive support with fundraising responsibilities, providing crucial support to our leadership while also driving our fundraising efforts.

Responsibilities:

- **Executive Support:**
 - Manage the Executive Director's calendar, scheduling meetings, appointments, and events.
 - Handle email correspondence, draft communications, and prepare documents.
 - Coordinate travel arrangements.
 - Attend meetings, take minutes, and assist with presentations and reports.
 - Maintain confidentiality with sensitive information.
 - Provide general administrative support as needed.
- **Fundraising:**

- Develop and implement comprehensive fundraising strategies to achieve financial goals.
- Lead and collaborate with staff and volunteers on fundraising initiatives.
- Identify potential funding sources (grants, major gifts, corporate sponsorships).
- Plan, develop, and manage fundraising events.
- Monitor and adjust fundraising strategies as needed.
- Create development reports for stakeholders.
- Cultivate relationships with current and potential donors.
- Manage the donor database.
- Identify grant opportunities and collaborate on financial management of grants.
- Work with program staff to gather data for proposals and reports.

Qualifications:

- Bachelor's degree in a relevant field (business administration, non-profit management, communication, etc.) preferred.
- Minimum 3-5 years of experience in an administrative or fundraising role.
- Strong organizational, time management, and communication skills.
- Excellent attention to detail and ability to prioritize multiple tasks.
- Experience working in a fast-paced environment.
- Proficiency in Microsoft Office Suite.
- Bilingual (Spanish/English) a plus.

Benefits:

- Competitive salary and benefits package.
- Health insurance, vision, and dental coverage.
- Flexible Spending Account (FSA).
- Generous paid time off (15 days PTO + 11 holidays).
- Professional development opportunities.
- Dynamic and inclusive work environment.
- Summer schedule with Fridays off (evaluated annually).

Deadline to Apply: December 31st, 2024

To Apply:

Send resume and cover letter to jobs@sepamujer.org with "Development and Executive Manager" in the subject line.