



# SEPA Mujer

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

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

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## **Background:**

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change, women's rights, immigrant rights and other issues by way of unique training, workshops, monthly meetings, presentations, tabling, press work and action-oriented engagement.

## **Job Overview:**

We seek a skilled and motivated individual to join our team as a Development and Executive Office Manager. This unique role will run fundraising initiatives alongside our Executive Director as well as provide crucial support to our executive team. The ideal candidate will be highly organized, detail-oriented, and possess strong communication skills.

## **Fundraising Responsibilities:**

- Lead all fundraising initiatives and work collaboratively with the Executive Director, Board of directors, staff, and volunteers to achieve the organization's financial goals.
- Identify potential funding sources, including grants, major gifts, and corporate sponsorships.
- Plan, develop, and manage fundraising events, including gala and other special events.
- Monitor fundraising progress of fundraising efforts and adjust strategies as needed to achieve fundraising goals.
- Conducts queries and develops query templates; generates mailing and guest lists.
- Create development reports to inform the Executive Director and other stakeholders of the organization's fundraising progress.
- Cultivate relationships with donors with current and potential donors, including individual donors, corporations, foundations, members, and other organizations.
- Create the annual report with SEPA Mujer's program staff.

- Collaborate with other departments, such as marketing and communications, to ensure that fundraising efforts are aligned with the organization's overall goals and messaging.
- Stay up-to-date on fundraising trends on the latest fundraising trends and best practices and incorporate them into the organization's fundraising strategies.
- Process credit card donations and prepare all donations for accounting.
- Responsible for accuracy and integrity of the donor database.
- Drafts and mails all donor acknowledgement letters.
- Answers any donation related questions (providing extra copies of acknowledgement letters, address questionable donations, etc.).
- Manage mailing, RSVPs for Family Events (holiday Toy giveaway, etc.) and assist with the planning of these events, including securing sponsorships, toy donations and volunteers.
- Attend networking events, as needed, as an ambassador SEPA Mujer.

#### **Administrative Responsibilities:**

- Manage the Executive's calendar by scheduling meetings, appointments, and events, ensuring optimal time utilization.
- Handle email correspondence, draft communications, and prepare documents as required by the Executive.
- Attend meetings, take minutes, and assist in preparing presentations and reports.
- Assist with data entry, prepare last-minute documents, respond to urgent inquiries, or assist with unexpected events.
- Assist with ad hoc administrative tasks to ensure the smooth functioning of the Executive's office.
- Coordinate travel arrangements, including booking flights, and accommodations, and creating detailed itineraries.
- Maintain a high level of confidentiality when dealing with sensitive information.
- As a member of a small, highly-productive team, become familiar with all department procedures so as to help other team members as needed.
- Interact with the SEPA Mujer members, community agencies, community groups and vendors and represent SEPA Mujer in a professional manner.
- Attend all mandatory staff meetings.
- Maintain confidentiality of all records and documentation of all communication.
- All other duties as assigned.

#### **Qualifications:**

- Bachelor's degree preferred.
- Ideal candidate should have 2+ years of experience in a development role.
- Knowledge of Canva, Monday.com, QuickBooks, Google Suite a plus.
- A hands-on person with strong organizational and communicational skills.
- Able to be flexible, adaptable, and willing to help wherever needed.
- Maintain composure when unexpected needs or challenges arise in a fast-paced work environment.

- Impeccable writing skills with fast turnarounds on tight timelines.
- Bi-lingual Spanish preferred, but not required.

**Benefits and Perks:**

Besides a competitive salary, we offer the following benefits:

Health insurance coverage after three months of employment.

Vision and Dental insurance coverage.

Flexible Spending Account (FSA)

Annual Paid Time Off and Holidays: 10 PTO days, up to 5 additional days for sick time, and 11 holidays observed per year. Additionally, the office is closed from December 24<sup>th</sup> to January 1<sup>st</sup>.

Five additional PTO dates offered as a wellbeing/self-care package.

Summer schedule, including Fridays off, is evaluated annually by the Board of Directors and the Executive Director.

Opportunities/options for flexible work options will be evaluated on a candidate by candidate basis.

Professional development opportunities.

A dynamic and inclusive work environment.

**Job Type:** Full-time

**Salary:** Salary is commensurate with experience (\$50,000 to \$62,000)

**Deadline to apply: September 29, 2023**

**Send a Cover Letter and Resume to:**

**E-mail:** [jobs@sepamujer.org](mailto:jobs@sepamujer.org)

**For more info:** (631) 980-2555 / [sepamujer.org](http://sepamujer.org)

***SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability or sexual orientation.***

*This job description will be reviewed periodically as duties and responsibilities change with business necessities. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*