

FARMWORKER &  
LANDSCAPER  
ADVOCACY  
PROJECT



PROYECTO  
DE AYUDA PARA  
TRABAJADORES  
DEL CAMPO Y  
JARDINEROS

## DEVELOPMENT SUPERVISOR

**Position Summary:** FLAP is seeking to hire a Development Supervisor (DS) to provide oversight of all aspects of development and communications activities and ensure that development and communications strategies align with the organization's strategic plan to support the growth and long-term financial sustainability of the organization. As a member of the leadership team, the DS offers insights and expertise regarding critical decisions about long-term planning and growth, especially in connection to how philanthropy can positively influence the financial health of the organization. The Development Supervisor's primary responsibility is to raise significant restricted and unrestricted operating funds from individuals, foundations, corporations, and government agencies. This individual will be charged with day-to-day fundraising responsibilities; supervising a Development and Communications Associate; interns, working with the grant writing consultant; and contractors as needed; developing and implementing effective strategies to ensure substantial, ongoing contributed revenue; and dedicating increased attention to major individual and corporate fundraising.

**Compensation:** Pay and benefits depend on experience and skills. Benefits include health insurance reimbursement, paid holidays, paid sick days, paid vacation, mileage reimbursement for job-related travel at the IRS rate, paid leave, reimbursement limit to \$100 dollars per month for remote work expenses (such as internet use), malpractice insurance, Social Security, unemployment and workers' compensation. Salary range of **\$60,000 to \$70,000** per year. Necessary equipment to perform the position's responsibilities will be provided.

**Employment Status:** Full-Time-Non-Exempt.

**Reports to:** Executive Director.

**Personnel Supervised:** Development and Communications Associate, interns, Grantwriting Consultant

**Work Schedule:** 45-50 hours per week, including occasional evenings and weekend hours at FLAP, attendance at select community events where the organization needs to be represented.

**Location:** During **COVID-19** all FLAP staff is working remotely, once it is safe to return to FLAP's office the expectation is for the DS to work onsite.

**Physical Demands:** The DS will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment. Manual dexterity is required. The DS must possess normal vision or correctible to within normal ranges.

**Background:** FLAP is a 501(c)(3) non-profit organization, *at an exciting point in its growth*, committed to improve working conditions and opportunities for low-income workers and their households in the cannery, farms, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries. The organization carries out its mission through advocacy, community outreach and legal education, information and referrals, litigation, partnering with other organizations to fight human labor trafficking, preventing family separations by helping immigrants secure dual citizenship for their children, and facilitates the access to cash transfers to very low-income populations. FLAP does not receive funding from the Federal Legal Services Corporation.

For additional information please visit: <https://www.flapillinois.org/>

To sign up for FLAP's Newsletter: <http://eepurl.com/gJwhRn>

To see FLAP's work in action and receive daily organizational updates, connect with FLAP on social media:

Bilingual: <https://www.facebook.com/farmworkerlandscaper.advocacyproject>

In Spanish, for workers: <https://www.facebook.com/landscaper.flap/>

For more information on the direct impact of FLAP's Executive Director's work, please visit:

<facebook.com/alexandra.sossa.3994>

## **RESPONSIBILITIES:**

- Create, and implement an annual development and communications plan and strategy for all funding sources, including annual and major individual contributions, grants, sponsorships, board giving and special events.
- Develop and execute short- and long-term strategies to expand our individual donor base, grow our cash reserve, manage our annual appeal, and cultivate major gifts.
- Organize, plan, and execute all fundraising events, includes an annual benefit event and cultivation and stewardship events.
- Serve as a member of FLAP's leadership team, working collaboratively to chart the organization's strategic progress, alongside the Executive Director and other members of the team.
- Cultivate and maintain long-term relationships with new and existing donors, supporters, board members, volunteers and prospects, and support executive and board leadership as they build relationships with major donors.
- Develop, design, and write persuasive funding proposals, solicitation materials, grant applications, reports and other written development documents for the organization.
- Communicate with funders, review proposals, and attend site visits as requested by the Executive Director, as appropriate.
- Ensure that FLAP's messaging to donors, funders, and prospects is consistent across all channels; ensure that FLAP's case for support conveys the overall brand and mission and elevates the organization
- Monitor grant expenditures, review grant-based cost reports, and prepare all necessary funding reports.
- Oversee the Development and Communication Associate's maintenance of the donor database and monitor timely delivery of donor acknowledgements.
- Work with the Operations Manager to ensure tax compliance for all restricted gifts, raffles, sponsorships, acknowledgements, and auctions and oversight of reconciliation of contributed revenue (ongoing and as part of the organization's annual audit).

## **QUALIFICATIONS:**

The Development Supervisor will be a proficient fundraiser with a minimum 3 years' fundraising and communications experience. Additional experience, skills and attributes include:

- Proven ability to raise \$2-3 million annually from a diverse base of donors and funders.
- Experience with, and preference for, growing a small development department.
- Previous experience supporting a Board of Directors as fundraisers and working with volunteers.
- Works independently with a team orientation.
- Excellent research, writing and editing skills.
- Excellent managerial skills, working cross-departmentally and building a sense of team.
- High level of professionalism.
- Outstanding verbal communication, public speaking, and interpersonal skills.
- Experience with non-profit marketing and communications a plus.

**Application: To be considered for the position,** please send the following: 1) Resume, 2) cover letter indicating the date when you can start working and your salary expectation, 3) writing sample,

4) two references, ***via e-mail***, to: [asossa@flapillinois.org](mailto:asossa@flapillinois.org) in attention to Alexandra Sossa, Executive Director, 33 N. LaSalle, Suite 900, Chicago, IL 60602.

Write: ‘*Development Supervisor*’ in the subject line of the e-mail. FLAP ***will not accept incomplete applications***. Position will remain open until filled, but FLAP seeks to fill this position ASAP.

*Note: this is a grant-funded position; continued employment depends on performance and availability of funds.*

*FLAP is an Equal Opportunity Employer!*