

FARMWORKER &
LANDSCAPER
ADVOCACY
PROJECT



PROYECTO
DE AYUDA PARA
TRABAJADORES
DEL CAMPO Y
JARDINEROS

DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

Position: **FLAP** is seeking to hire a full-time Director of Development and Communications (DDC) to support **FLAP**'s mission and goals by working closely with the Bilingual Chief Executive Officer and other staff.

Compensation: **FLAP** comprehensive benefits package includes a 401k plan, 100% coverage of health insurance premiums (including prescription drugs) and 99% coverage for dental and vision insurance, with a minimal 1% employee contribution for dental and vision coverage. Employees also have general liability, mal practice (including management liability, employment practices liability and lawyers' professional liability coverage), social security, unemployment compensation, and workers' compensation. Employees enjoy 15 paid holidays, along with 10 paid sick days and 10 paid vacation days that grow with their tenure. **FLAP** provides a diverse array of support options tailored to different circumstances. These include unpaid military leave, compensation for the wage difference during jury duty and witness subpoenas, and other leave options. **FLAP** provides mileage reimbursement for job-related travel at the IRS rate and reimburse meal expenses for travel. Additionally, **FLAP** provides professional liability insurance, general liability insurance, and coverage for Social Security, unemployment, and workers' compensation. The annual salary is **\$95,000** depending on skills and relevant experience. As for student loans, eligible employees can enroll in Income-Based Repayment (IBR) programs for federal loans, which are income-based and may offer loan forgiveness in as little as 10 years <http://askheatherjarvis.com/>. **FLAP** understands that the necessary equipment for this role is crucial, and we will provide all the tools needed to excel in the position.

Employment Status: Full-Time-Exempt.

Reports to: Bilingual Chief Executive Officer

Location: 77 W. Washington Street # 1100, Chicago, IL 60602 with the expectation to travel attending community meetings and events outside of the **FLAP** office.

Physical Demands: The DDC will operate normal office equipment, use a computer and phone for extended periods of time, and carry and set up equipment.

Personnel Supervised: Assistant, Interns, externs, fellow, other staff, Contractors and/or Consultants.

Background: **FLAP** is a 501(c)(3) non-profit organization, *at an exciting point in its growth*, committed to improve working conditions and opportunities, free of charge, for low-wage workers and their households in the cannery, farming, greenhouse, landscaping, meat, nursery, packinghouse, poultry, restaurants, and snow plowing industries through advocacy, Community Outreach and Education: Know your Rights!(Information and Referrals and preventing and fighting Human Labor and Sex trafficking),

Economic Mobility (facilitating access to technology and cash transfers-), Legal Services, Community Legal Education and Securing Dual Citizenship preventing family separations.

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>

For more information on the direct impact of **FLAP**'s Bilingual Chief Executive Officer's work, please visit: [facebook.com/alexandra.sossa.3994](https://www.facebook.com/alexandra.sossa.3994) and <https://www.linkedin.com/in/alexandra-sossa-910bb430b/>

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

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

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

Twitter: <https://twitter.com/FLAPIllinois>

Instagram: <https://www.instagram.com/flapillinois/>

YouTube: <https://www.youtube.com/channel/UCJAzURFw-j8tXJAY6PbEnBg>

LinkedIn: <https://www.linkedin.com/company/farmworker-and-landscaper-advocacy-project>

Responsibilities:

- Create, plan, 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 **FLAP** individual donor base, grow the organization's cash reserve, manage **FLAP** annual appeal, and cultivate major gifts.
- Organize, plan, and execute all fundraising events, including an annual benefit event and cultivation and stewardship events.
- Serve as a member of **FLAP**'s leadership team, working collaboratively to set the organization's strategic progress, alongside the Bilingual Chief Executive Officer 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 Chief Executive Officer, 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 Communications Department supervising the staff working in that department and the donor database and monitor timely delivery of donor acknowledgements.
- Work with the Operations and Finance Department 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: 1) You *must* be fluent in English, 2) detail-oriented, with strong problem-solving, decision-making, organizational, multitask and time management skills, extremely responsible, self-initiating, and focused, self-motivated, enthusiastic, and flexible, 3) have the ability to work with people of diverse economic, educational and social backgrounds, 4) have computer skills, 5) ability to keep momentum, carefully document facts, maintain confidentiality of the information provided, work independently and with staff and/or the organization's partners to meet deadlines, 6) proficient fundraiser with a minimum 5 years' fundraising and communications experience, 7) Proven ability to raise \$2-4 million annually from a diverse base of donors and funders, 8) experience with, and preference for, growing a small development department, 9) excellent research, writing and editing skills, 10) outstanding verbal communication, public speaking, and interpersonal skills.

Application: To be considered for the position, please send the following, via e-mail, to info@flapillinois.org in attention to Alexandra Sossa, **FLAP** Chief Executive Officer. Write: "DDC" in the subject line of the e-mail:

(1) resume;

(2) writing samples (In English, there is not particular requirements for it);

(3) two references and;

(4) cover letter indicating: (a) date when you can begin work, (b) agreement with the offered salary according to your experience and skills, (c) explaining if you are planning to have a second job, (d) at least three dates with a time frame you will be available for a no more than 15 minutes phone call for initial screening and also for one hour virtual and/or in person interview at **FLAP** one of the offices.

FLAP will not accept incomplete applications. Position will remain open until filled, but **FLAP** seeks to fill this position ASAP. It is okay to e-mail for clarification questions at info@flapillinois.org

***FLAP** is an Equal Opportunity Employer and has an affirmative policy to maintain the work place free of sexual harassment and intimidation!*