



Director of Development & Partnerships

Primeros Pasos is registered as a nonprofit community association in Guatemala, Asociación PASOS, and is located in the rural Palajunoj Valley just 15 minutes outside of Xela, Quetzaltenango by bus. Primeros Pasos improves access to healthy lives through our affordable primary care clinic and community outreach program, which focuses on nutritional recuperation and health education. Our small team in Xela collaborates actively with both local and international health professionals, students, volunteers, organizations, and community leaders to serve the families of the Palajunoj Valley.

The Director of Development & Partnerships supports Primeros Pasos' mission and activities by leading all fundraising, development, communications, and partnership efforts for both Primeros Pasos and our US partner, the Inter-American Health Alliance (IAHA). This position holds a strategic place in the team and is responsible for the majority of external communications, particularly at the international level, and is therefore expected to uphold the values, goals, and mission of Primeros Pasos, comply with all organizational policies, and work collaboratively with the team, local and international boards, and a variety of partners and donor stakeholders to achieve Primeros Pasos' mission.

Responsibilities

1. Fundraising & Donor Relations

- a. Create and implement an annual fundraising plan to diversify funding sources and ensure sufficient funds for the annual budget and operating plans
- b. Lead planning, development, and implementation of all online fundraising campaigns, including the largest end of year holiday campaign
- c. Manage and expand the monthly giving program, Pasos Partners
- d. Track all incoming donations in the international fundraising spreadsheet, ensuring understanding of the fundraising pipeline and transparency
- e. Create and implement a multi-pronged donor relations and communications strategy to improve relationships and ensure consistent, ongoing communication, including timely donation appreciation and the implementation of an online donor management system (CRM)
- f. Lead all grant writing efforts, coordinate support from the international board and volunteers, and support management of received grant funding including reporting and evaluation needs
- g. Coordinate Xela fundraising activities with the support of the volunteer coordinator and local board of directors
- h. Maintain up to date the fundraising information packet and support volunteers in their fundraising efforts on behalf of Primeros Pasos
- i. Supervise volunteers and students who are supporting fundraising, grants, communications, or evaluation activities

2. Partnerships

- a. Serve as the primary point of contact for and strategically manage all existing programmatic and funding-related partnerships with universities, businesses, foundations, and similar organizations
- b. Maintain communication with both IAHA and Asociacion Pasos boards of directors and engage them to advance fundraising efforts



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- c. Identify and conduct outreach with new or potential partner organizations and foundations
3. External Communications
 - a. Write and share a monthly newsletter with our subscribed online community
 - b. Write and disseminate quarterly and annual reports in English and Spanish
 - c. Manage the website and social media, including regular updates and creative content sharing (Facebook, Instagram, LinkedIn, Squarespace) in collaboration with the volunteer coordinator
4. Evaluation & Administrative Support
 - a. Work with each area to support the annual updating of the organizational logic frames and evaluation plan to ensure collection of important data and impact information, particularly that needed for grants and external communications
 - b. Support data collection, organization, analysis, and visualization efforts, including development of the 2021 household survey in conjunction with US graduate student volunteers
 - c. Report on all activities and progress at quarterly team meetings
 - d. Collaborate actively and respectfully with all team members
 - e. Manage the development@primerospasos.org email account and manage the organizational primerospasos.org google account
 - f. When externos or in-person volunteers are not available, support general clinic administration in pharmacy or reception responsibilities

Required Qualifications and Skills

- Lives in or is willing to live in Xela (Quetzaltenango), Guatemala by start date
- Bilingual or highly advanced professional proficiency in both English and Spanish (reading, writing, and speaking)
- Bachelor's degree, preferably in international or community development, public health, international relations, or related field
- Minimum of 2 years of applicable work experience
- Excellent written and verbal communication skills in both English and Spanish
- Basic project management experience including strong administrative and organizational skills and ability to multitask
- Personal values of integrity, credibility, and adaptability and a commitment to and passion for Primeros Pasos' mission and work
- Proficiency in Microsoft Office and Google Suite

Preferred Qualifications and Skills

- Strong interpersonal skills and ability to develop a positive rapport with colleagues, donors, partners, volunteers, patients, and community members with diverse experiences and backgrounds, including cultural awareness and humility
- Exceptional leadership and teamwork skills - ability to inspire, motivate, collaborate with, and lead volunteers, team, and board members in fundraising efforts



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- Ability to identify organizational needs and priorities and develop realistic and sustainable solutions
- Experience working in resource-limited environments
- Experience with social media management, marketing, and creative content development for Facebook, Instagram, and LinkedIn; experience with Squarespace
- Strong preference for:
 - 2 years experience in nonprofit, public health, or community development organizations, or
 - Masters in Project Development or Public Health from Guatemalan university
- Experience in fundraising and nonprofit management strongly preferred
- For international applicants: experience living and working in a foreign country, preferably at least 1 year in Latin America
- Passion for improving access to health care, nutrition, and health education for marginalized communities

Work Environment

- This is a full time position paid in Guatemalan Quetzales on a local wage scale
- Work hours are Monday through Friday, 8:30 am to 1:00 pm in the clinic and 2:00 pm to 5:00 pm either at the clinic or home working space, depending on the COVID-19 situation
- Salary range is Q4,000 to Q5,000 depending on educational and work experience
- You must be able to commit to at least 1 week of training between December 2nd to 17th (2 weeks strongly preferred). The position will start full time on Monday, January 11th, 2021.

To Apply: Email your complete application by November 20, 2020, including cover letter and CV in both English and Spanish and background check (Guatemalan applicants) with the subject line: Application - Development Director - *Your First and Last Name* to these 3 emails: generaldirector@primerospasos.org, development@primerospasos.org, and finance@primerospasos.org