



POSITION: Development Manager
DEADLINE: Applications accepted until position is filled
LOCATION: USA - Miami, Florida or Washington, DC
COMPENSATION: Commensurate with experience

Who we are

Avina Americas is a US based 501©(3) non-profit organization created to promote sustainable development in the Americas by connecting and engaging US and Latin American actors in shared strategies that contribute to collective social, economic and environmental benefits. We serve as an institution of reference and a fiscal steward for social investors, philanthropic and private organizations interested in contributing to sustainable development in Latin America. Avina Americas works primarily with US-based and Latin American actors building and facilitating shared agendas for action.

Our Vision

At Avina Americas, we envision a prosperous, democratic, integrated and compassionate Latin America that is strengthened by the diversity of its citizens, inspired by its multiple cultures and uniquely positioned as a global model of sustainable development.

How we work

Avina Americas serves as a vital bridge to new partners in North America who are interested in invest in social, environmental, technological, economic and political causes in Latin America by building mutually beneficial alliances, which incorporate knowhow and resources. By building and strengthening international linkages and trust, Avina Americas seeks to accelerate and expand impact on the ground.

Avina Americas works closely with Fundación Avina¹ to consolidate and scale programs and projects for systemic change toward sustainable development in Latin America.

POSITION DESCRIPTION

Avina Americas (AA) seeks a full-time **Development Manager** to:

Business Development (75%): Responsible for building partnerships in current and new markets, establishing relationships with funders, political and community leaders.

- a. Identify and prioritize partners in the US to work with for maximum coordinated exposure to Avina's work, lessons learned and achievements in Latin America, and as a pathway for increase

¹ * Fundación Avina is a Latin American organization focused on producing the large-scale changes necessary for sustainable development by fostering collaborative processes among leaders from different sectors (www.avina.net).

opportunities for collaboration and cooperation with US-based actors.

- b. Experience in fundraising strategies (prospecting, cultivation, negotiating and execution) that allow expansion of program operations.
- c. Lead the design of organizational metrics in order to meet funding and contractual requirements and implement processes that systematically measure organizational performance.
- d. Identify high potential investment/funding opportunities that target economic, social and environmental impact.
- e. Develop strong relations with funders and partner pipeline companies, co-investors, and institutional partners.
- f. Negotiate specific agreements (MOUs) with major partners, and then execute those recruitment and engagement plans and activities to support mutual goals.

Business Operations (25%): Ensure solid advancement of institutional goals and objectives toward an optimal organizational climate, effective operations and systems for Avina Americas.

Fiscal Oversight

- a. Develop short-and long-term financial plans.
- b. Implement and maintain sound financial controls and oversight.
- c. Set financial priorities that guarantee the organization operates in a manner that effectively supports the needs of core programs and staff.
- d. Oversee the proper allocation of funds to support present needs and future potential.
- e. Serve as compliance officer for adherence to applicable laws, regulations, and internal policies.
- f. Serve as staff liaison to the Board of Directors' Finance Committee and prepare timely and informative reports that facilitates Directors' financial oversight.

Human Resources

- a. Responsible for all HR aspects of the operation. Oversee recruitment, hiring, orientation, and ongoing development of staff.
- b. Manage and monitor human resources policies, practices, and benefits to ensure that they remain legal and fair.
- c. Maintain Avina Americas' employee files and work with outside counsel and HR consultant to ensure compliance with all regulations.
- d. Ensure Avina Americas' employee insurance and other benefit programs are competitive both in its breadth and pricing. Responsible for annual renewals of health insurance plan, 401K benefits, and high familiarity with DC Health Link system.

Organizational Performance and Infrastructure

- a. Monitor and ensure the alignment of ongoing goals and objectives with AA's strategic plan.
- b. Oversee day-to-day operations to guarantee the delivery of high-quality services while planning and managing for current and future growth.
- c. Using business metrics and performance measures, oversee process improvements and promote a culture of continuous quality improvement.

Communications

- a. Support, in coordination with Communications at Fundación Avina, the development of corresponding institutional materials, providing key information for Avina Americas Annual report and website.

REQUIRED QUALIFICATIONS

- Related experience required, including experience in grants management, business development, fundraising, strategic partnership development and nonprofit organizations, and communications.
- Bachelor's degree required, Business Administration or Finance preferred; MBA preferred.
- At least ten (10) years' non-profit experience with competency in fundraising, business development, financial management, and business management.
- Demonstrated analytical ability and systems thinking.
- Exceptional attention to detail with strong follow-up skills.
- Experience managing staff in face to face and virtual settings.
- Ability to manage multiple projects simultaneously.
- Ability to model excellent communication practices, including managing conflict and providing constructive feedback in a timely manner.
- Strong project management skills.
- Ability to think of creative solutions to problems; comfortable trying new tactics or strategies.
- Very strong verbal and written communication skills in English.
- Written and oral fluency in Spanish (required) and Portuguese (desirable).
- Attention to detail, ability to systematically follow procedures, and critical analysis skills are a must.
- Strong sense of self-motivation; able to work independently and maintain deadlines, without hesitating to ask questions or to seek guidance when necessary.
- Fluency in Microsoft Office (Word, Excel, PowerPoint), ability to perform internet research, and familiarity with web-based/virtual technologies (e.g. Skype, WebEx, Dropbox) are required.
- Ability to manage and prioritize multiple tasks.
- Flexibility with regard to schedule and work assignments.
- Ability to travel, internationally and domestically.
- Eligibility to work in the US.

All qualified applicants will receive consideration without regard to race, color, ethnicity, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

TO APPLY, SEND IN SPANISH UNTIL OCTOBER 28TH: COVER LETTER STATING RELEVANT EXPERIENCE IN FUNDRAISING, BUSINESS DEVELOPMENT AND A BRIEF SUMMARY OF FUNDING PORTFOLIO, 3-YEAR SALARY HISTORY (mandatory information), RESUME, AND 3 PROFESSIONAL REFERENCES TO:

Email: marcia.pregnoatto@avexternos.org | Attn: Marcia Pregnoatto