



About Locally Haiti

Locally Haiti supports locally led initiatives in rural Haiti through programs focused on education, girls' empowerment, agriculture & conservation, and community health. With over thirty years of experience working in the region of Petit Trou de Nippes, we possess the local relationships and history necessary to make a profound and lasting impact.

Overview of Role

We are seeking a versatile, passionate, and results-driven **Development and Operations Manager** to join our small team of dedicated staff, interns, and volunteers. This individual will oversee general operations while supporting development and fundraising efforts through grant writing, outreach, and relationship-based stewardship.

Our physical office is in Longmont but we frequently work from both Denver and Boulder and offer flexibility and remote work. We view a supportive and encouraging work environment as foundational and seek someone who brings positivity, a collaborative spirit, and a serious commitment to producing top-quality work that leads to investment and progress in rural Haiti. The Development and Operations Manager will report directly to the Executive Director.

Key Duties and Responsibilities

Development

- Build strong relationships with existing donors, supporters, and volunteers through management of various events, committee meetings, and campaigns.
- Prospect for new opportunities (grants, institutional partnerships, individual donors, volunteers and supporters).
- Apply for grants in collaboration with E.D.
- Assist in development of our Associate Board, a group of professionals devoted to supporting Locally Haiti's development and outreach efforts.
- Work with the Board of Directors on setting and meeting development goals.



- Actively participate in dialogues and planning around locally led, Haiti-based initiatives to develop an in-depth knowledge of successes and challenges in Haiti. This knowledge will be essential for engaging supporters, identifying opportunities, and creating compelling presentations, materials, and campaigns.

Operations

- Process donations and maintain a database in coordination with E.D. and bookkeeper.
 - Use database to inform decision making and strategy (donor database is Little Green Light).
- Design, implement, and maintain donor thank you program in partnership with E.D., including systematizing outreach via letters, emails and phone calls by staff, interns, volunteers and Board members.
- Prepare, analyze and share donor reports and outcomes.
- Assist in logistics of art sales program, identifying opportunities that highlight Haitian art, produce revenue, and raise awareness.
- Participate in interviewing, selecting and managing a team of interns and volunteers.

Qualifications

- Strong writer and verbal communicator with enthusiasm for storytelling
- Detail-oriented with excellent organizational skills
- Strong interpersonal skills and active listener
- Curious, creative, and excited to share ideas
- Ability to work occasional evenings and weekends
- Consistent positive energy and constructive attitude
- Enjoy working in a collaborative environment
- Ability to prioritize tasks and comfortable shifting priorities as/when needed
- Knowledge of communications best practices and comfort level managing digital channels including social media, email newsletters, and website maintenance
- Experience with fundraising, public speaking, and event planning
- Motivated to make a commitment to our work and to our partners in Haiti
- Self-starter, ability to work independently, effective problem solver



What Success Looks Like

- More efficient, effective, and impactful outreach and fundraising, this increasing revenue and investment in our partners in Haiti
- More consistent and effective leveraging of donor database
- A more deeply engaged set of U.S.-based volunteers and supporters
- Identification and implementation of innovative approaches to forming new relationships
- Clean, consistent, and inspiring communication that place Haitian leaders at the center of their own stories
- More time created for Executive Director to focus on other organizational priorities
- The addition of a key member to Locally Haiti's small team, an individual who hopes to be engaged with Locally Haiti and Haiti for the long-term and who is eager for growth, opportunity, and the chance to make a real impact

This is a full-time position, with an annual salary range of \$38,000 to \$47,000, offering the opportunity for continued advancement and growth, including potential to transition into a director level position in the next 12 to 18 months. Pending conditions on the ground and interest from the Dev and Ops Manager, an annual trip to Haiti can be offered.

Please send a cover letter and resume to Wynn at wynn@locallyhaiti.org. Please begin the cover letter with four bullet points outlining your most compelling qualifications, qualities, and / or professional experiences. Please also include a question in your letter – what element of our work are you eager to learn more about? Submissions before June 18 preferred. We will reach out to selected candidates the week of June 21 to schedule interviews.

Locally Haiti is committed to creating a diverse work environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.