



About Locally Haiti

Locally Haiti advocates for and invests in locally led initiatives to support the vision of our partner communities in rural Haiti. With 35 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. Our overlapping locally led programs focus on education, girls' empowerment, agriculture & conservation, and community health.

Overview of Role

Locally Haiti seeks a versatile, committed, and results-driven **Development and Operations Manager** to join our small team of staff, interns, and volunteers. This individual will oversee general operations and support development and fundraising efforts through relationship-based stewardship, diverse outreach efforts, grant writing, and a forward-thinking approach to engagement. This role is fast-tracked for advancement to a director level position pending a six month performance review with invitation for employee feedback.

We view a supportive and encouraging work environment as foundational and seek someone who brings positivity, a collaborative spirit, and a commitment to producing high-quality, inspiring work that facilitates investment and progress in rural Haiti. The Development and Operations Manager will collaborate closely with, and report to, the Executive Director.

What Success Looks Like

- More efficient, effective, and impactful outreach and fundraising, this maximizing revenue generation and facilitating 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 growing our network.
- 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 team member and future leader, an individual who hopes to be engaged with Locally Haiti for the long-term and who is eager for growth, opportunity, and the chance to make a real impact.

Key Duties and Responsibilities

Development

- Build relationships with existing donors, supporters, and volunteers through individual and small group conversations, management of events, committee meetings, and campaigns.
- Prospect for new opportunities (grants, institutional partnerships, individual donors, volunteers, connectors, Board members.)
- Apply for grants in collaboration with E.D.
- Work with the E.D. to evaluate and improve existing development processes.
- 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 donor database in coordination with E.D. and bookkeeper.
 - Use database to inform decision-making and strategy.
- Design, implement, and maintain donor thank you program in partnership with E.D., managing outreach via letters, emails and calls by staff, interns, volunteers, and Board.
- Prepare, analyze, and share donor reports and outcomes to review, refine, and improve processes.
- Assist in coordination of art and Haitian goods sales program, identifying opportunities that highlight Haitian artisans, produce revenue, and raise awareness.
- Participate in interviewing, selecting, and managing a team of interns and volunteers.
- Evaluate and analyze SEO, Google analytics, and additional engagement data to support marketing/communications strategy.

Leadership

- Work closely with Executive Director to understand LH's long-term strategic vision.
- Develop a comprehensive understanding of team member and partner roles, working with Executive Director to support, inspire, and motivate deeper engagement and enhance synergy and understanding between U.S. based partners and Haitian leaders.

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 and develop new approaches
- 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
- Ability to synthesize information and create compelling print materials, appeals, posters, one-pagers, and program documents (experience with Canva a plus)
- Self-starter, ability to work independently, effective problem solver

Salary, Benefits, and Process

Locally Haiti works from both Denver and Boulder and offers flexibility and remote work.

This is a full-time position with full and competitive benefits, flexible work schedules, and a starting salary range of \$54,000 to \$60,000.

Please send a cover letter and resume to Wynn Walent at wynn@locallyhaiti.org.

Please begin the cover letter with three bullet points outlining your most compelling qualifications, qualities, and / or professional experiences. Please also note the element of our work that you are most eager to learn more about during the interview process.

Application deadline: June 15. Our team will reach out to selected applicants to schedule an interview by June 25.

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.