



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 **Assistant Director, Operations & Development** to join our small team of staff, interns, and volunteers. This individual will oversee operations and support development and fundraising through relationship-based stewardship, diverse outreach, and a forward-thinking approach to engagement.

We view a supportive and encouraging work environment as foundational and seek someone who brings a collaborative spirit and commitment to high-quality, inspiring work that facilitates investment in rural Haiti. The Assistant Director will collaborate closely with the Executive Director on all elements of Locally Haiti's work.

What Success Looks Like

- The addition of a key team member and leader who seeks to be engaged long-term and who is eager for professional growth, opportunity, and the chance to make a difference.
- More impactful outreach and fundraising, maximizing revenue generation and facilitating investment in our partners in Haiti.
- More efficient operational processes 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 places Haitian leaders at the center of their own stories.
- More time created for Executive Director to focus on other organizational priorities.

Key Duties and Responsibilities

Development

- Build relationships with existing donors, supporters, and volunteers through individual and small group conversations, events, committee meetings, and campaigns.
- Manage two major fundraising events per year plus small in-person and virtual gatherings.
- 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.
- Present to donor and stakeholder groups.
- Actively participate in dialogues and planning around locally led, Haiti-based initiatives to develop an in-depth knowledge of the successes and challenges of our partners in Haiti. This knowledge will be essential for engaging supporters, identifying opportunities, and creating compelling presentations, materials, and campaigns.

Operations

- Process donations, maintain donor database, and perform financial reconciliation 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 and refine processes.
- Assist in coordination of art and Haitian goods sales program, identifying opportunities that highlight Haitian artisans, produce revenue, and raise awareness.
- Identify, onboard, and manage a team of interns and volunteers.

Communications

- Drive development and manage implementation of multi-platform communication strategy including social media, email newsletters, and website.
- Create compelling print materials, appeals, posters, one-pagers, and program documents (experience with Canva a plus).
- Evaluate and analyze SEO, Google analytics, and additional engagement data to support marketing/communications strategy.

Leadership

- Work closely with Executive Director to understand and implement long-term strategic vision.
- Develop a comprehensive understanding of team member and partner roles, collaborating with Executive Director to support, inspire, and motivate deeper engagement and enhance synergy and understanding between U.S. based partners and Haitian leaders.
- Understand and work within current processes while thinking creatively about areas for improvement.
- Self-starter and effective problem solver—a leader and a doer. We are a small team, and a successful Assistant Director will think big while remaining attentive to execution and details.

Qualifications

- Strong writer and verbal communicator with enthusiasm for storytelling
- Detail-oriented and organized
- Strong people 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 with ability to work independently
- Comfortable prioritizing tasks and shifting priorities as needed
- Knowledge of communications best practices
- 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)
- Knowledge of and/or experience with International Development and/or Haiti is a plus but not a requirement

Salary, Benefits, and Process

Locally Haiti works in and around Denver/Boulder and offers flexibility and remote work. This is a full-time position with competitive benefits and a starting salary of \$63,000 to \$67,500.

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 about during the interview process. **Application deadline: December 16. Our team will reach out to selected applicants to schedule interviews by December 18.**

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.