



## 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 36 years of experience working in the region of Petit Trou de Nippes, we possess the 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 & Operations Manager** to join our small team of staff, interns, and volunteers. This individual will manage 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 Development and Operations Manager 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 who seeks to be engaged long-term.
- 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, 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.
- Participate in dialogues 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.
- Identify, onboard, and manage a team of interns and volunteers.

### Communications

- Implement 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).
- Manage SEO, Google Analytics, and Google Ads to support communications strategy.

## Leadership

- Work closely with Executive Director to understand and implement long-term strategic vision.
- 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 this role requires strategic thinking 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)

## **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 \$62,000 to \$67,000.

Please send a cover letter and resume to Wynn Walent at [wynn@locallyhaiti.org](mailto: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 is July 31. If you do not receive an email from our team within one week of your submission, please assume that your application was not a fit for the position. Thank you for your interest!

*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, disability, age, or veteran status.*