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## Development and Operations Director

**Position Type:** Full Time

**Position Classification:** Exempt

**Salary:** \$73,700 - \$85,000 annually; Dependent on Experience

**Benefits:** Health, Dental, and Vision; 401(k) with matching contributions up to 5%; 60 Days Paid Family Leave, 15 Vacation Days Accrual in the first year, and 15 days of Sick Leave Accrual in the first year; Monthly Home Office Stipend, Partial Phone Reimbursement, Partial Home Internet Reimbursement until the resumption of full-time work from the office.

### Summary

Founded in 2017 Chispa is committed to building a brave organizing political home for young Latinxs in Orange County. Chispa seeks to engage with excluded peoples to uproot systems of oppression and cultivate community accountability, solidarity, and self-determination for our communities to thrive. Chispa is a growing organization with five current staff and over 30 dues-paying members. As we grow, we aim to do it in an intentional and sustainable way, we truly value a work-life balance and seek to support and invest in our staff. Chispa is not here to be the typical non-profit and we're building an organization and work culture that reflects that.

Chispa is hiring a Development and Operations Director to ensure sustainable organizational growth by providing fiscal accountability, sound operational practices, and robust fund development plans to support 501(c)3, 501(c)4, and PAC programs and activities.

This position is based out of Orange County and is an exempt position. Exempt employees are expected to work the appropriate and necessary time needed in order to complete key assignments and related tasks on schedule. Chispa is a fiscally sponsored project of Tides Advocacy. This position is employed by Tides Advocacy.

### Essential Duties and Responsibilities

#### Development

- Partner with Executive Director, Deputy Director, and Political Director to create a strategic annual fund development plan to support annual revenue goals across 501c3, 501c4, and PAC entities. When necessary, supervise contractors related to development functions;
- Work with Executive Director, Deputy Director, and fiscal sponsor, Tides Advocacy, to develop an annual budget, and ensure regular reconciliation and assessment of revenue and expenses to report on the financial health of the organization in order to inform

short-term and long-term financial decisions and organizational wide planning and programming;

- Work alongside Executive Director, Deputy Director, and Organizing Director to assess membership needs; and develop and resource membership support programs.

## **Fundraising**

- Oversee new grant opportunities through grant research, grant proposal writing, and maintain existing funding by fulfilling grant reporting requirements for 501(c)3 and 501(c)4 funds;
- Grow a major gifts and small dollar donation programs including identification, cultivation, and solicitation of donors;
- Develop and maintain relationships with foundation representatives and donors alongside the Executive Director and Deputy Director;
- Direct capital campaigns and other major fundraising drives;
- Serve as the lead coordinator for fundraising special events;
- Oversee fundraising database and tracking systems;
- Work with Executive Director, Deputy Director and fiscal sponsor, Tides Advocacy, to monitor cost allocations to grants in a manner consistent with grant purposes and contractual restrictions;
- Work with Communications Director to develop publications that support fundraising activities, including but not limited to quarterly donor and funder newsletters;
- Develop and maintain contribution recognition programs.

## **Compliance**

- Work with Executive Director, Deputy Director and fiscal sponsor, Tides Advocacy, to review fundraising proposals and ensure compliant fundraising and grantmaking;
- Work with the Executive Director and appropriate staff at fiscal sponsor, Tides Advocacy to ensure compliance of policies and procedures, including the Project Advisor, Operations Specialist, Project Accountant, and HR Director, among others.
- Work alongside Policy and Political Director, Tides Advocacy Compliance team, and any relevant Outside Counsel to ensure proper reporting and compliance of political activities.

## **Operations:**

- Process distribution of funds through activities including but not limited to: grants out, vendor payments, reimbursements, stipends, and receipts;
- Support event logistics including through the purchase of materials, arranging staff travel and lodgings;
- Manage vendor relationships and contracts.

## **Other Related Duties and Responsibilities**

- Participate in and support equity, diversity, inclusion, and belonging in work and initiatives;
- Maintain flexible hours as some meetings and program activities may occur outside normal office hours, on weekends, and in various locations; travel as needed;
- Perform other related duties as assigned by the Executive Director.

## **Education and/or Experience**

- 3-5 years of experience providing financial and accounting oversight for nonprofit organizations is preferred;
- 3-5 years of experience managing multifaceted fundraising program that includes funds from individual donors and foundations;
- A record of significant measurable results managing systems and organizing and implementing fund development activities such as online fundraising campaigns, annual funds, corporate and foundation giving, and special events.

## **Knowledge, Skills, and Abilities**

- Demonstrated commitment to progressive social change and ability to engage in strategic and analytical thinking around issues of social justice;
- Strong motivation and ability to simultaneously manage multiple projects and assignments within a fast-paced environment;
- Strong verbal and written communications skills with the ability to work collaboratively with staff, Advisory Board, fiscal sponsor agency, and organizational partners;
- Familiarity with 501(c)(3) and 501(c)(4) nonprofit structures preferred;
- Familiarity with fiscal sponsorship models;

- Must be available to work evenings and weekends as needed;
- Must have access to reliable transportation and be willing to use it for job-related tasks;
- Must be available to travel throughout the county, state, and out of state as assigned;
- Proficiency with Microsoft Office and Google Suite;
- Proficiency with Netsuite and Salesforce preferred;
- Proficiency in Spanish preferred.

### **Organizational Relationship**

This position reports to the Executive Director.

### **Physical Demands**

This position may require lifting and transporting equipment and supplies to events and meetings; driving to and from meetings and events; traveling within and out of state for conferences and meetings. Travel Exceeds Twice a Year.

### **Equal Employment Opportunity**

Chispa is an equal opportunity employer, we recruit and hire with the understanding of systemic oppression and of the lived reality of people with marginalized identities.

We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, arrest history, prior conviction, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

### **Applicants with Disabilities**

Reasonable accommodation will be made so that qualified differently-abled applicants may participate in the application process. If you seek accommodation, please advise in writing at the time you apply.

### **Work Environment**

This is a full-time exempt position. This is a fast-paced work environment. This position may be required to work evenings and weekends.

### **Our Commitment to Diversity and Inclusion**

We value a diverse and inclusive workplace and strongly encourage people of color, LGBTQ+ individuals, trans people, gender non-conforming individuals and formerly incarcerated people to apply.

Some candidates may see a long list of job requirements and feel discouraged because every single bullet does not apply to them. If you believe this is a role that you'll be excited to work in everyday and will be committed to pushing boundaries to succeed, please apply anyway.

### **Application Instructions**

Please submit an application packet that includes a cover letter expressing your interest in working at Chispa and why you are qualified for this job, your resume, a writing sample, and two professional references. Incomplete application packets will not be considered. Please submit your application to [jobs@chispaoc.org](mailto:jobs@chispaoc.org) with the subject line, "Development and Operations Director Application".