



Now Hiring
Director of Development
San Miguel de Allende, Guanajuato, Mexico

Caminos de Agua Organizational Description

Caminos de Agua's mission is to improve human health and community well-being through adequate and affordable access to clean water. Caminos de Agua is a registered 501(c)(3) nonprofit in the U.S. as well as a Mexican Asociación Civil (A.C.). Learn more about Caminos de Agua at: www.caminosdeagua.org.

Job Description – Director of Development

Caminos de Agua (Caminos) is seeking to hire the position of Director of Development, a position with a primary responsibility to secure, retain, and upgrade financial donors, both individuals and institutions, within the framework of and through effective communications and marketing programs and strategies while protecting, enhancing, and promoting the brand.

The Director of Development will lead a small team of 2-3 staff members working on fundraising, marketing, and communications efforts and will report directly to the Executive Director (ED).

Responsibilities

The position will be responsible for managing the entire Development effort at Caminos de Agua. The core responsibilities include:

- **Donor Acquisition and Cultivation** – Create, manage, and maintain an effective donor acquisition and cultivation program that develops strategies for donor acquisition, general cultivation, mid-level, major, and planned giving. This also includes the acquisition and development of grant proposals. Must possess the interpersonal skills and comfort level to approach and engage potential donors.
- **Planned Giving** – Develop and execute strategies to help donors give a planned gift to the organization.
- **Special Events** – Plan, execute, and follow up on events of different types.
- **Marketing & Communications**—Maintain and expand the brand and services to various audiences locally, regionally, and internationally. Utilize a media mix that includes the website, email campaigns, social media, public relations, presentation creation, and events.

Requirements

- Willingness to relocate to the San Miguel de Allende, Guanajuato region of Mexico
- Languages: English and Spanish, proficiency in one (near-native fluency or highly advanced) and intermediate in the other

- Nonprofit development experience preferred
- Ability to convey organizational mission passionately and effectively to others, both orally and in writing
- Proven ability in strategic planning and data analysis
- Demonstrated leadership capabilities
- Excellent ability to multi-task with good time management skills
- Strong project management skills and ability to manage goals
- Strong communication and presentation skills

Compensation/Benefits – Competitive compensation, health coverage, 20 vacation days annually, and flexible work hours.

To Apply – To apply, send a cover letter, CV, and relevant examples of your work preferably asks and appeals and donor cultivation in whatever form, print or electronic, grants, email, and other similar communications you have written for other organizations and have permission to share to carreras@caminosdeagua.org.