



Development Director

The Greater Philadelphia Hispanic Chamber of Commerce (GPHCC) is a nonprofit organization dedicated to promoting the advancement and economic growth of Hispanic businesses and professionals in the greater Philadelphia region. We accomplish this through educational programs, and a broad range of services and special events. GPHCC proactively serves a diverse membership—consisting of entrepreneurs, Latino businesses, Latino professionals, corporations, and government—with the overriding goal of helping these critical constituencies capitalize on the many opportunities their diversity, enhanced by our Latino multicultural mix, offers.

The **Development Director** supports the President & CEO in the development and implementation of GPHCC's fundraising strategy. The Development Director will ensure the continued fiscal stability and growth of GPHCC through the stewardship of strong relationships and partnerships with current and prospective funders. Works with the leadership team to develop and execute plans that include development of a pipeline to fund the organization's programs and initiatives. Maintains, expands, and stewards the organization's base of supporters, some of whom will develop into major givers. The Development Director is also responsible for assisting with the organization's website, social media and newsletter, as well as collateral publications, as needed.

Responsibilities:

- Develop strategic direction, manage, and implement annual giving campaign including individual giving from board members and established donors
- Secure corporate and individual sponsorships and manage the development plan for GPHCC's fundraising events and programs
- Collaborate on content for GPHCC's monthly newsletter and assist with social media and website copy and updates
- Assist with grant writing
- Manage and develop the fundraising committee, working closely with Board Members, as needed
- Full responsibility of monitoring and managing the development budget
- Define development goals, provide direction, and track progress

Qualifications:

- Bachelor's Degree with 5+ years of work-related experience managing individual giving, corporate sponsorships and private funding through funds, foundations, and events
- Event planning experience
- Excellent oral and written communication skills
- Skilled problem-solver with excellent responsiveness and follow-through
- Demonstrated track record of managing complex relationships
- Strong interpersonal skills and ability to interact comfortably and effectively with a wide range of constituents, including professionals, management, donors, and volunteers
- Exceptional time management skills
- Flexible and can easily adapt to change and learn new processes quickly
- Knowledge of the Philadelphia economic development and entrepreneurship ecosystem
- Spanish proficiency is not required, but preferred

Compensation & Benefits:

Salary: Salary is commensurate with experience.

Benefit & Perks:

- A hybrid work environment that supports professional development and collaboration
- Health insurance, including dental; paid vacation, sick days, and holidays
- We prioritize work/life balance
- Generous vacation and sick time off

PLEASE NOTE: All active full-time, part-time, and temporary staff are required to provide **proof of full vaccination (COVID-19)** as a condition of employment.

Application Process

Submit resume and cover letter to info@philahispanicchamber.org, including Development Director Position in the subject line.

This job ad is not intended to be all-inclusive, but to describe the general nature and level of work to be performed. GPHCC is proud to be an equal opportunity employer.