



Director of Development & External Affairs

The Latino Community Fund (LCF Georgia) is a 501(c)(3) nonprofit supporting community, member, and partner organizations with direct services such as advocacy, technical assistance, health and wellbeing programs, and civic participation. As a thought leader and philanthropic intermediary, LCF Georgia also leads in research, program development, and grantmaking.

Reports To	Direct Reports	Compensation Band	Classification
Executive Director	Policy & Research Lead; Communications Manager; Special Initiatives & Volunteer Coordinator	\$70,000–\$80,000	Director · Exempt, Full-Time

Position Summary

The Director of Development & External Affairs leads LCF Georgia's fundraising and government relations strategy, building the relationships and revenue base that sustain the organization's mission, and representing LCF Georgia's policy priorities to legislators, coalition partners, and government agencies. This role leads a system, not just a set of projects: it is accountable for a documented major-gift and institutional-funder pipeline, CRM documentation, and for a legislative advocacy program grounded in evidence rather than reaction.

The Director also oversees Communications and Special Initiatives. This position exists first and foremost to grow the resources and the influence LCF Georgia needs to expand its impact across Georgia's Latino community, the fundraising engine and the advocacy voice of the organization.

Key Responsibilities

Fundraising & Development (primary)

- Lead donor identification, stewardship and cultivation for major donors, institutional funders, and foundations, with direct accountability for revenue targets.
- Own prospect research, tracking of activities and contacts for a documented, CRM-tracked pipeline, maintaining and growing the CRM as the system of record for donor relationships, gift history, and cultivation stages.
- Oversee sponsorship strategy and special-event revenue in partnership with the Special Initiatives & Volunteer Coordinator.
- Partner with the Executive Director on major gifts, foundation relationships, and campaign strategy, translating the organization's external relationships into a sustained development program.

Advocacy & Government Relations / Lobbying (primary)

- Serves as LCF Georgia's institutional representative on advocacy and external policy issues, in coordination with the CEO's relations role and presence.
- Direct legislative session visibility, engagement, tracking, and preparation through the Policy & Research Lead and various coalition supports, ensuring positions are backed by original data and sector research.
- Build and sustain relationships with legislators, coalition partners, and government agencies that advance LCF Georgia's policy priorities.



- Ensure advocacy positions and fundraising priorities reinforce each other — policy wins and influence strengthen the case for support, and donor relationships open policy doors.

Team & Organizational Leadership

- Supervise and develop the Policy & Research Lead, Communications Manager, and Special Initiatives & Volunteer Coordinator, coaching each toward functional excellence.
- Set the annual budget, workplan, and performance goals for the Development & External Affairs division.
- Ensure Communications has the data and storytelling material it needs to represent LCF Georgia's impact credibly to funders and the public.

Cross-Functional Collaboration

- Partner with the Director of Community Impact so program outcomes and community data inform both the case for support, the policy agenda and the institutional branding and impact.
- Report regularly to the Executive Director and Board on fundraising performance, advocacy progress, and pipeline health.
- Model LCF Georgia's collective, ecosystem-oriented approach to leadership, building relationships that extend the organization's reach well beyond its own staff.

Qualifications

- 5+ years of progressive experience in nonprofit fundraising, development, or government relations, with a track record of closing major or institutional gifts.
- Direct experience with legislative advocacy, lobbying, or government relations, ideally within Georgia or a comparable state legislative environment.
- Demonstrated ability to build and manage a donor or prospect pipeline using a CRM.
- Experience supervising staff and managing a team budget.
- Familiarity with or strong affinity for the Latino community and immigrant-serving nonprofit ecosystem in Georgia.
- English native proficiency or professional fluency. Bilingual English/Spanish preferred but not required.

Core Competencies

- Relationship-builder: earns trust with donors, legislators across party lines, and community leaders alike, and sustains those relationships over time.
- Systems thinker: builds repeatable processes (pipelines, tracking, calendars) rather than relying on individual heroics.
- Evidence-driven: uses data to make the case, whether to a funder or a legislator.
- Engaging speaker, excellent writing skills.
- Collaborative leader: coaches a small, cross-disciplinary team and partners naturally across divisions.
- Methodical with attention to detail.



Success Measures

- Growth in documented major-gift and institutional-funder pipeline value and count.
- Revenue raised against annual fundraising targets.
- Legislative priorities advanced with research-backed positioning.
- Team performance and development across Communications, Advocacy/Research, and Special Initiatives.
- Overall functional excellence of Development & External Affairs, per LCF Georgia's Director-level leadership standard: outcomes across functions, not just individual projects.

We are proud to be an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

To apply: Email cover letter and resume to gigi@LCFGeorgia.org including questions and clarifications needed.

References will be requested later in the process for finalists.