



**Job Title:** Development Support Specialist

**Department:** Revenue/Finance

**Reports To:** Office Manager

**Effective Date:** March 1, 2022

**Organization Profile:**

PODER empowers individuals with the necessary academic tools to promote human dignity, increase employment potential, and facilitate participation in the larger community.

Since 1997, PODER has empower over 14,500 Spanish-speaking adult immigrants to create successful and fulfilling new lives in the United States. Through a deep commitment to the needs of the immigrant communities, PODER provides critical societal and workforce integration services with both immediate and long-term impact for families, communities, and employers throughout the City of Chicago.

**Job Summary:**

PODER's development support specialist will be a self-starter, motivated by the opportunity to contribute to the growth of the organization. The development support specialist (DSS) will assist in the execution of PODER's grants strategy, manage the grants calendar, and monitor grant and contract reporting and compliance. The ideal candidate will be an excellent writer, with strong organizational, research and analytical skills and be responsible for drafting letters of interest (LOIs), grant proposals, and required reporting for review and timely submission. This position will also be responsible for conducting research for potential program and capital grant funding that aligns with PODER's mission. The DSS will also update relevant data such as participant and community demographics, employment, poverty level, and other information related to our target population.

The development support specialist is a part-time hourly position, with a potential future transition to full-time, who reports to PODER's office manager.

**Grant Duties & Responsibilities:**

- Draft and edit letters of interest and grant proposals
- Draft, edit and submit grant reports
- Submit letters of intent, proposals and reports in a timely manner
- Conduct research for potential grant opportunities, with special attention to ARPA funds, that align with the organization's mission
- Conduct research, gather and update participant and target population data

**PODER HQ Capital Campaign Duties & Responsibilities:**

- Assist community relations manager with scheduling, coordination and support of the campaign to fully engage Board of Directors, staff, participants including follow-up of campaign prospects, prospect research and prospect tracking
- Assist community relations manager in development of social media communications
- Assist office manager to ensure donor acknowledgement and communication is timely and appropriate (i.e. thank you letters, quarterly campaign updates, etc.)
- Participate in setup and execution of fundraising events when needed



**Required Skills & Abilities:**

- Excellent written communication skills
- Excellent organizational skills and acute attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Proficient in Salesforce and Microsoft Office Suite or related software applications
- Bilingual Spanish/English preferred

**Education and Experience:**

- Bachelor's degree in English, communications, journalism or related field preferred
- Experience in research and knowledge of philanthropic landscape including public and private sources of funding (foundation, corporation, donor advised funds, individual)
- Prior experience in not-for-profit, fundraising preferred

**Physical Requirements:**

- The DSS job is clerical and primarily a sedentary role and may require sitting or standing for extended periods of time

**Equal Employment Opportunity Statement**

It is the policy of PODER to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, PODER will provide reasonable accommodations for qualified individuals with disabilities.