





**Latino Economic
Development Center**
Centro para el Desarrollo Económico Latino

 (651) 395-4035

 East Side Enterprise Center
804 Margaret St. Saint Paul, MN 55106

 info@ledcmn.org
 www.ledcmn.org

Advancement Associate

Summary:

The Advancement Associate is a dynamic and passionate individual who will play a vital role in the organization's fundraising and communications efforts. The ideal candidate will have a strong background in fundraising and communications and a deep commitment to building wealth in Minnesota's Latino community.

Responsibilities:

- Work collaboratively with the advancement team and LEDC staff
- Execute individual fundraising strategies and campaigns
- Plan donation and partnership opportunities with individuals, foundations, and corporations
- Maintain relationships with donors and cultivate new prospects
- Manage the organization's social media presence and website
- Develop and distribute press releases and other communications materials
- Represent the organization at events and meetings

Qualifications:

- Bachelor's degree in fundraising, communications, public relations, or a related field
- 3+ years of experience in fundraising or a related field
- Strong writing and communication skills
- Excellent interpersonal and relationship-building skills
- Ability to work independently and as part of a team
- Passion for the organization's mission

Additional Information:

- This is a full-time position
- The salary range is \$50,000, with industry-leading benefits
- Benefits include health insurance, dental insurance, and a retirement plan

To Apply:

Please submit your resume and a cover letter to careers@ledcmn.org

