

Job Posting: Development Manager (Fundraising & Grants)

Asociación SERniña (by REALgirl) is a Guatemalan charity with a mission to advance gender equality and in Guatemala by supporting the empowerment of girls, women, and youth to reach their highest potential and become innovative leaders dedicated to the creation of safe, equitable, and just communities.

We are currently looking for an experienced, pro-active, creative, and hard-working individual to act as our Development Manager (Fundraising & Grants) to bolster and advance our efforts to support the empowerment of girls and women and advance gender equity in Guatemala.

Overview: The Development Manager's role centers around leading SERniña's Fundraising and Development strategy, primarily through increased communications, donor relations, and grant writing and reporting (including Monitoring, Evaluation and Learning). The Development Manager will occupy a leadership role within the organization and will be expected to also support general leadership tasks, challenges, and opportunities such as conflict resolution, problem solving, strategic planning and program design.

Key Roles (Grant Writing & Foundations)

- Design new projects based on emerging needs to present to foundations and grants
- Lead grant writing strategy
- Oversee all active grants and lead reporting requirements (financial, operation, M & E)
- Design and implement Monitoring and Evaluation strategies and tools for funded projects and applications (in collaboration with our local team)
- Act as the main point of contact between SERniña and donors and funding partners
- Manage and deepen roles with existing Foundational partners
- Develop relationship with new Foundational partners

Key Roles (Fundraising)

- Design, develop and implement engaging crowdfunding and online fundraising campaigns

Key Roles (Other)

- Support and contribute to SERniña's Communications Strategy
- Work in collaboration with our US branch (REALgirl) and Canadian Partner (Canadian Humanitarian)
- Occupy a leadership position within the organization and support SERniña in achieving its mission and ensuring the creation of a positive, productive, and thriving workplace

Required:

- 3+ years' experience in grant writing and/or fundraising
- Experience in Project Management
- Strong working knowledge of grant writing best practices and monitoring and evaluation
- English fluency
- Spanish fluency

Other Details:

- **Start Date:** Will begin as soon as ideal candidate is identified and available
- Applications will be accepted on a rolling basis and will close when ideal candidate is found, we encourage you to apply as soon as possible.
- This internship must be done in-person at our office in Antigua, Guatemala. Extended remote work periods are possible in moderation.

To Apply:

- 1) Please complete this [questionnaire](#) to apply, **and**
- 2) Send in your resume and detailed cover letter to recursoshumanos.sernina@gmail.com with 'Development Manager' as the subject line. We recommend in your cover letter that you include specific details and examples to highlight past leadership and success in grant writing and fundraising initiatives

*Applicants that do not fill out the application form will not be considered.

Thank you!