



Director of Development & Communications Job Description

The Director of Development is a key partner on the Limitless Horizons Ixil (LHI) leadership team directly collaborating with the Executive Director and the Governing Board and plays an integral role in meeting development goals to help achieve LHI's strategic vision.

Who We Are

Limitless Horizons Ixil is a Guatemala-based organization with legal nongovernmental organization status in Guatemala and 501(c)(3) tax-exempt status in the United States.

Based in the rural indigenous Maya Ixil community of Chajul, Guatemala, Limitless Horizons Ixil creates opportunities for youth, women, and families to develop the academic and professional skills they need to effect change in their community. Over the past 20 years we have developed award-winning educational programs in Chajul, and in 2022 we opened *Colegio Horizontes*, a middle and high school that meets the unique needs of indigenous girls in the classroom. Additionally, we run Chajul's first and only community library, with an average of 500 annual members attending a wide range of literacy activities.

Position Overview

As the Director of Development & Communications you would lead and manage a team of professionals, and be responsible for overall fundraising strategy, donor cultivation and stewardship, foundation and corporate grants, sponsorships, community engagement/donor site visits, special events, and all external communications.

Building off our successful capital campaign and planning for continued growth, you will be responsible for our major donor portfolio, including supporting our Executive Director, direct reports, and board members on their donor relations as well as building your own relationships with donors. You will also oversee all communications work, and will be responsible for setting and managing deadlines, editing materials as needed, and ensuring consistent organizational brand and tone in all materials.

The Director of Development & Communications reports to the Executive Director, and will manage 3 other development and communications team members, mostly based in Guatemala.

We seek a results-oriented, motivated, flexible, collaborative, self-starting, and highly organized individual who can think strategically, manage the details, and ensure that all team members are on track with development and communications work. Outstanding verbal and written communication skills are essential. If you are driven by impact, teamwork, and excellence in a work environment, seek flexibility and adventure, and are a natural storyteller, you will thrive in this role.

Responsibilities:

- **Development & Communications Strategy & Management:** Develop and manage the annual development and communications strategy, goals, and plan. Co-lead the Board Fundraising & Communications Committee (FRC) with the governing board co-lead. Support the FRC, Board Chair, and/or Board Governance Committee Chair in preparing for and presenting at Governing Board meetings.
- **Fundraising & Capital Campaign Management:** Manage an individual and major gift portfolio along with Executive Director. Manage engagement programs, donor cultivation, and ongoing stewardship of donors. Create and lead new engagement programs as needed. In collaboration with the FRC, lead the organization's new capital fundraising campaign to raise funds for the *Colegio Horizontes* high school expansion. Support, guide, and coach board members in their individual donor cultivation and stewardship efforts.
- **Foundation & Corporate Grants:** Serve as a leader and thought partner on grants strategy and review grant proposals and reports as needed.
- **Team Management:** Plan and oversee execution of development & communications key deliverables across the team. Manage the Development & Communications Specialist, International Coordinator, and part-time Grants Manager. Hire and train team members as needed, and coordinate related HR logistics. Manage the department budget and provide regular development reporting.
- **Development & Communications Content:** Oversee development and communications content, including annual reports, donor reports, spring and year-end appeals, newsletters, and social media. Ensure the team develops all materials to be grammatically correct, donor-centric, and in line with the organization's brand, style, and tone.
- **Community Engagement & Donor Trips:** Work with Executive Director, Development & Communications Specialist, and International Coordinator to plan and occasionally co-lead trips with donors and other visitors to Chajul.
- **Represent LHI:** Present to various groups of donors and/or potential supporters. Also, support the Executive Director and board members in preparing for their presentations.
- **Donor Database Support:** Oversee CRM administration.
- **Administration:** Pay relevant bills and ensure insurance policies are up to date, manage volunteers, coordinate and/or execute very occasional printing and mailings.

Qualifications:

Required:

- o 5+ years of experience in fundraising/donor relations and communications
- o 1+ year in a managerial role, supervising at least 1 direct report
- o Ability to write and speak clearly and persuasively for a variety of audiences and formats
- o Expert planning, organizational, and project management skills, with strong attention to detail
- o Experience living in a developing country (Latin America preferred) and demonstrated cultural competency
- o Willingness to travel to the developing community of Chajul, Guatemala, (6 hours from Antigua) at least 2 times a year
- o Ability to work productively and collaboratively as a remote team player (with other team members across the US, Antigua, and Chajul)
- o Excellent interpersonal skills
- o Flexible, patient, diplomatic, reliable, and proactive
- o Passion for international development, girls' education, and philanthropy
- o Proficient in MS Word and Excel, Google Docs and Sheets

Preferred:

- o Experience working in a donor database/CRM (eTapestry or other Blackbaud product preferred)
- o Experience in Latin America
- o Experience using Constant Contact, Canva, Pages, Wordpress, and/or creating videos

Language Proficiency: English (fluent) & Spanish (advanced proficiency) strongly preferred

Compensation: Fulltime, exempt position with competitive compensation for a small international nonprofit organization, including health insurance, generous flexible/remote work policy and 20 days of paid time off and an additional 11 holidays (that can be flexed) in the first year with an additional day off granted with each year of employment, and an annual retirement contribution of 4% of annual salary starting at the end of the second calendar year of employment.

Role Location: Remote with occasional travel to Guatemala as mutually agreed upon; approximately 2-4 weeks/year to be spent in the Ixil area (near Chajul), in addition to any time spent in Guatemala with visiting groups. The position provides scheduling flexibility, but the schedule must be approved by the Executive Director and be responsive to the needs of other colleagues, board members, and donors, and includes very occasional evening and/or weekend meetings.

How to Apply: Email resume and cover letter to opportunities@limitlesshorizonsixil.org with “Director of Development & Communications [Your Name]” in the subject line.