

**Position Title:** Director of Partnerships & Donor Relations  
**FLSA Status:** Exempt  
**Reports to:** VP Development

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**Position Summary:** Working with the VP of Development, the Director of Partnerships and Donor Relations is responsible for growing the assets of the Foundation by cultivating partnerships with nonprofit organizations and current and future donors on both sides of the U.S.-Mexico border.

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**General Duties and Responsibilities:**

- Responsible for obtaining new and growing existing agency funds, to include support of agency fundraising activities.
- Responsible for implementation and growth of El Paso Giving Day.
- Responsible for development and growth of binational donors, working in collaboration with the Fundación Paso del Norte para la Salud y Bienestar.
- Responsible for Foundation fundraising and donor cultivation events.
- Assist with the development and implementation of the Foundation's fund development plan.
- Assist with the development and execution of marketing, communications, media and public relations plan.
- Ensure excellent donor relations.
- Represent the Foundation at community events.
- Ensure compliance with all legal and statutory reporting requirements.

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**Qualifications:**

**Education and Experience:** Master's Degree preferred. A minimum of five (5) years of nonprofit and/or fundraising experience at the leadership level preferred.

**Knowledge, Skills and Abilities:**

- Proven fundraising skills and abilities
- Excellent interpersonal, public relations, written and oral communication and presentation skills
- Ability to manage committees
- Ability to communicate with stakeholder groups, supporting their collaboration and coordination
- Ability to establish and maintain effective working relationships with staff, board members, committees, volunteers, and the public
- Ability to work well under stress, meet deadlines, multitask and deliver high-quality results
- Excellent time management skills
- Considerable knowledge about non-profit and governmental organizations and regulations, organizational dynamics, nonprofit legal and tax issues and planning

- Fluency in Spanish required

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**Physical Requirements / Work Conditions:**

- Evening and weekend work required
- Occasional out-of-town travel required
- Work conducted in office environment and in the community
- Repetitive motion in the operation of computer
- Frequent sitting required; occasional standing, bending, and stooping

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.