

**Program Director, Vanguardia, Somos El Poder**

Somos El Poder: A National Latinx Fundraising Institute is hiring its first Program Associate to help build up the professional development offering, community, and membership of SEP. The PA will be highly entrepreneurial, creative, and passionate about the mission of SEP.

​Somos El Poder is dedicated to improving and growing fundraising at Latinx focused nonprofits in our nation. We work with any Latinx focused nonprofit regardless of size or budget. We are a nonprofit and accessible provider of support, professional development, best practices, training, and more. We also work to promote Development as a career for Latinx and academic studies of Latinx and fundraising

Our mission is the advancement of Latinx in the US today. We believe in the inherent strength, ingenuity, and self-reliance of our people to solve their challenges and defend our rights. We believe that providing significant financial resources to those working on the issues of our people will advance our collective future.

Job Description

Hours: 30 hours a month

Supervisor: Armando Zumaya, Founder

Structure: Weekly Check in Meetings for 30 minutes, Board Meetings, Remote work

Program Description

Vanguardia is a career training program for Latinx young people and Latinx mid-career professionals. It is designed to teach and offer practical and comprehensive fundraising skills to individuals who want to join the fundraising profession. This position will launch the first cohort of students in a 12 class course over 8 months. This role will recruit speakers, students, schedule and implement the program, including exams.

The cohort will be “announced” after their graduation to the membership of Somos El Poder. Who will get first opportunity to recruit Vanguardia’s graduates. Our graduates will also be advertised to recruitment firms nationally.

Key Duties

* Call and Email university Latinx organizations and market the program
* Create innovative marketing strategies to reach potential students
* Work with the Founder to schedule classes and design curriculum
* Identify and recruit speakers/teachers
* Recruit a cohort of at least 20 students
* Email cohort with reminders, announcements
* Build Vangardia on social media and Latinx media
* Monitor student attendance
* Administer final exam