

**Somos Un Pueblo Unido**  
**Request for Proposals for Fund Development Associate**  
October 2024

**Organization Overview:**

*Somos Un Pueblo Unido (Somos)* is a statewide membership-based racial and economic justice organization dedicated to organizing immigrant families and low-wage workers across eight counties in New Mexico. Our work focuses on building long-term community power, protecting rights, improving economic conditions, and strengthening communities. We employ a range of strategies including direct action, community education, leadership development, litigation, grassroots policy and legislative advocacy, community-based research, and civic engagement.

**Position Overview:**

*Somos* is seeking a Fund Development Associate (contractor) to collaborate with the Executive Director, Administrative Director, and the Fund Development Committee. The goal is to secure a balanced and sustainable funding stream through membership dues, foundation grants, individual donations, fees for service, and special events.

**Contract Terms:**

- Hours: 20 per week with possibility of future full-time employment
- Rate: \$25-\$50 per hour, commensurate with experience and qualifications.

**Scope of Work:**

The contractor will be responsible for assisting in the development and execution of a comprehensive fund development plan that includes:

- Creating an annual calendar of fundraising activities.
- Planning and executing special events.
- Implementing online and traditional fundraising strategies.
- Engaging with individual donors and members.
- Identifying new funding sources and cultivating existing donors.

This role requires the ability to thrive in a dynamic, fast-paced nonprofit environment focused on advocacy and social change. Specific responsibilities include:

**Fund Development Planning & Support:**

- Collaborate with the Executive Director and Administrative Director to manage donor services and the donor pipeline.
- Develop and implement a detailed fund development plan and processes.
- Prepare monthly reports on donor engagement and fundraising progress.
- Draft content for special events, prepare grant proposals and reports to funders, and research potential funding sources.
- Work with the Development Committee to coordinate donor outreach, follow-up, and event planning.

**Qualifications:**

- Bachelor's degree required.
- Previous experience in nonprofit fund development and event planning is preferred.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and a willingness to learn donor management software (e.g., EveryAction).
- Social media proficiency, including creating and managing posts and messaging.

- Strong written and verbal communication skills.
- Bilingual in English and Spanish is preferred.

**How to Apply:**

Interested contractors/consultants are invited to submit the following:

1. A letter of interest outlining your qualifications, reasons for wanting to work with *Somos*, and ability to meet the outlined responsibilities.
2. A current resume.
3. Two professional references, including name, title, contact information (email and phone).

Please submit all application materials via email to:

Adda Sallard, Administrative Director

Email: [adda@somosunpueblounido.org](mailto:adda@somosunpueblounido.org)