

Development Associate

Semilla Nueva is hiring a Development Associate to grow our organizational budget, fueling our efforts to scale in Guatemala, El Salvador, and East Africa.

Summary of the Organization

Semilla Nueva has a team of 58 employees with a budget of \$5.4M in 2024 and a target budget of \$6.4M in 2025. The organization is based in Guatemala, with a US legal presence, activities in Honduras and El Salvador, and support from some of the world's most prestigious donors, including USAID, Cartier Philanthropy, and the Mulago Foundation. Semilla Nueva develops high-yielding, climate-resilient maize seeds that have been conventionally bred (non-GMO) to have higher levels of the most important missing nutrients: zinc, iron, and quality protein. Our approach to the large-scale adoption of these seeds relies on three strategies:

1. Breeding commercially competitive biofortified seeds, which can double farmer incomes and prevent climate change related crop losses for farmers;
2. Piloting subsidies to seed companies to ensure the lowest income farmers can purchase and grow our new, higher-yielding, climate-resilient, biofortified seeds.
3. Working with governments to institutionalize these subsidies.

In 2024, we will reach over 33,000 farmers and their families and feed over a million people. Our seed is being used by the governments of Guatemala and El Salvador, with testing in process for an expansion to East Africa and a goal to reach 3 million farmers, feeding 100 million people in the next ten years.

Summary of the Position

Semilla Nueva is seeking a Development Associate to join our passionate team dedicated to enhancing nutrition in Guatemala and beyond. Reporting to the Development Director, the Development Associate will play a vital role in supporting our fundraising efforts by managing donor information, issuing acknowledgment letters, tracking team tasks, and leading the prospecting of new donors and foundations. Additional responsibilities include assisting with the editing of proposals, reports, and communications, as well as providing comprehensive administrative support to the development team.

We are looking for an enthusiastic, creative, and outgoing individual who excels in problem-solving and collaboration, both within Semilla Nueva and with external partners. The ideal candidate is proactive, capable of developing efficient systems, and thrives in a dynamic environment. They should be able to take initiative, think big, and work independently without needing ongoing guidance. A genuine passion for our mission and fundraising, along with a desire to grow their skills in this area, is essential.

Key Responsibilities:

1. Donor Management: Track and maintain up-to-date records of donor and donation information in the CRM database.
2. Donor Acknowledgment: Prepare and issue timely acknowledgment letters to donors, ensuring a positive donor experience. Manage the process to ensure major donors receive additional acknowledgment from the leadership team.
3. Task Tracking: Using our CRM and weekly task manager (development pipeline), collaborate with the Development team and senior leadership to ensure all tasks are completed and tracked efficiently.
4. Donor research: Create informative profiles of donors and foundations to prepare the Development Director and senior leadership for calls and meetings. Track all outcomes and next steps of meetings.
5. Prospecting: Lead efforts to identify and research potential new donors and foundation funding opportunities.
6. Proposal Support: Assist in editing and preparing proposals, reports, and other communications for donors and partners.
7. Administrative Support: Provide general administrative support to the Development team, including scheduling meetings and organizing materials. Collaborate with the finance team to ensure all checks and wire transfers are appropriately tracked in the CRM.
8. Travel Logistics: Provide administrative support to the Chief Strategy and Impact Officer on travel logistics including booking accommodation, securing event tickets, preparing donor lists, and tracking outreach.
9. Collaboration: Work closely with internal teams and external partners to foster relationships that enhance fundraising efforts. This includes working closely with finance and leadership to ensure all finance and development are reconciled.
10. Skill Development: Continuously seek opportunities to learn about fundraising strategies and best practices to enhance personal and team effectiveness.

Qualifications**Required:**

- Education: Bachelor's degree in nonprofit management, communications, business, or a related field.
- Experience: 1-3 years of professional experience in an administrative role is required.
- Communication Skills: Excellent written and verbal communication skills, with the ability to engage effectively with diverse audiences.
- Organizational Skills: Strong organizational and time management skills, with the ability to manage multiple tasks and deadlines.
- Technical Proficiency: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

- **Problem-Solving Ability:** Strong analytical and problem-solving skills, with a proactive approach to overcoming challenges.
- **Team Player:** Ability to work collaboratively within a team and build positive relationships with internal and external stakeholders.
- **Passion for Mission:** A genuine interest in Semilla Nueva's mission and a commitment to improving nutrition in Guatemala and beyond.
- **Initiative:** Self-motivated with the ability to take initiative and work independently while remaining aligned with team goals.
- **Adaptability:** Willingness to learn and adapt in a fast-paced, dynamic environment.
- **Fully fluent English**

Desired:

- Familiarity with donor management software (Raisers Edge, Salesforce, Bloomerang, Neon, etc)
- Previous experience in fundraising, development, or a related administrative role.
- Fluent/Advanced Spanish preferred

Expectations

- Ability to work independently, proactively, and prioritize/coordinate a variety of activities
- Ability to represent organizational values
- Ability to work effectively in a multicultural team
- Comfortable working in a fast-paced, constantly evolving work environment

Salary range: commensurate with experience

Before applying, please review our website: www.semillanueva.org, including blogs and annual reports.

Applications will be received from USA and Guatemala.

To apply please send your cover letter and CV to trabajo@semillanueva.org. Please note "Development Associate" and your last name in the subject line of your email.

Semilla Nueva is an Equal Opportunity Employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all. We foster a culture of inclusion that celebrates and cultivates diversity along multiple dimensions, including race, ethnicity, sex, gender identity, gender expression, sexual orientation, out of home care, age, national origin, socioeconomic status, religion, ability, culture, and experience.