



# MAIA

**We are MAIA, an organization designed and led by Indigenous women for Indigenous girls. We maximize the transformative power of women to create a society with equity and opportunity.**

**We are hiring a:**

## **Fundraising Specialist**

**Job Overview:** The Fundraising Specialist will develop and execute fundraising strategies, including donor recruitment and stewardship, and coordinate virtual events for donors. The role will also focus on supporting grant writing and reporting and assisting in creating impactful reports to support the organization's mission.

### **Key responsibilities:**

#### **Individual Donors Fundraising:**

- Develop and implement donor recruitment and stewardship strategies for MAIA's recurring donor program: Alianza.
- Plan and execute virtual events for Alianza, ensuring a seamless experience for donors.
- Support the planning and execution of other fundraising events and activities (virtual or in-person).
- Manage relationships with low-level donors (\$500 - \$1,000), providing ongoing stewardship.
- Collaborate with the team on the end-of-year (EOY) fundraising campaign planning, ideation, and donor communications.
- Lead tours of the MAIA Impact School for donors, showcasing the organization's impact.

#### **Grants and Reporting:**

- Analyze and incorporate Monitoring & Evaluation data donor reports (including mid-year, end-of-year, and grant reports as required).
- Coordinate the creation of institutional impact reports, including virtual event presentations.
- Work with the Content Specialist to collect and curate compelling impact stories for reports.
- Update and maintain third-party platforms (i.e. charitynavigator and guidestar) as required for donor and grant tracking.
- Manage the university support program donor portfolio in collaboration with the Lanzamiento team and generate donor reports.
- Support the grant application process, including ideation, writing Letters of Inquiry (LOI), follow-up communication, and writing grant proposals.



# MAIA

## Other:

- Attend staff meetings, retreats, and other organizational activities when necessary (virtual and in-person)

## Professional Qualifications:

- Fully Bilingual in English and Spanish
- A minimum of two years of experience in individual donor fundraising and donor stewardship.
- A minimum of two years of experience with grant writing and report preparation.
- Ability to analyze and adapt data for reporting purposes.
- Strong organizational and communication skills.
- Self-motivated with the ability to manage multiple projects simultaneously.
- Good problem-solving skills and effective decision-making skills
- Familiarity with donor management software and third-party platforms is a plus.
- Ability to work in a team and foster collaboration.
- Adaptable and flexible, and the ability to thrive in dynamic environments.

## What we offer:

- Competitive salary
- Full-time position with a hybrid work model
- Indefinite-term contract with a 3-month probation period
- Benefits according to Guatemalan law
- Training and professional development
- Supportive and inclusive work culture

Interested individuals with the required profile should fill out the Google Form at the following [link](#).

The deadline to apply is Friday, March 14, 2025, until 2:00 PM (Guatemala time).