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:

Donor Engagement and Communications Manager

Organizational Overview: Through five interconnected programs, we accompany Girl Pioneers from secondary school through university, employment, and leadership. Each year we serve nearly 450 Girl Pioneers and their families, approximately 2,800 people from 47 rural highland communities in Sololá. Guided by our 2025–2029 Strategic Plan, MAIA is in a new chapter of growth, and this role is central to telling that story and building the donor partnerships that make it possible.

Position Overview: As part of the MAIA Development Team, the Donor Engagement and Communications Manager connects MAIA's communications directly to our fundraising goals and measurable results. Working closely with the Development team, this role leads an integrated communications strategy that strengthens donor relationships at every level. That work covers donor segmentation and journeys, leading campaigns, managing the Alianza Recurring Giving Program and the mass-grassroots/mid-level donor portfolio, and overseeing MAIA's brand, website, media, and visibility. The manager supervises the Content Specialist, setting strategic direction and priorities, while the Content Specialist leads content development and implementation. Success in this role means communications that are strategic, differentiated by audience and evaluated on results, so that they build sustainable support for MAIA's mission. The manager reports directly to the US Executive Country Director.

Responsibilities

- **Strategy and fundraising alignment:** Lead a communications and marketing strategy tied to MAIA's fundraising goals, using data to measure results and adapt, to strengthen donor acquisition, retention, and sustainable revenue.
- **Donor segmentation and stewardship:** In partnership with the Development team, design donor journeys and tailored communications for each donor segment, from prospects to major donors, to deepen relationships and inspire greater investment in MAIA's mission.
- **Campaigns:** Set the strategy for donor campaigns, including audiences, goals, messaging, and channels, and evaluate performance to strengthen future results.
- **Recurring and individual giving:** Grow and manage the Alianza Recurring Giving Program and the grassroots and mid-level donor portfolio, including automated donor journeys that engage donors at scale.
- **Brand, website and media:** Lead MAIA's brand, website strategy, media relations and thought leadership to expand MAIA's visibility among prospective donors, partners and champions, and support leadership visibility on LinkedIn and at speaking events.
- **Team leadership:** Supervise and develop the Content Specialist, who leads content creation, and build strong collaboration within the Development team, using data, innovation and continuous learning to improve results.

Skills, Abilities & Experience

- Commitment to MAIA's mission, equity, culturally responsive communication, and Indigenous women's leadership.
- 5-7 years of relevant experience in strategic communications, marketing, donor engagement, or fundraising, with demonstrated experience leading strategies and achieving measurable results.
- Knowledge of audience segmentation, donor journeys, digital campaigns, and data-informed evaluation.
- Excellent written and verbal communication skills in English and Spanish, including the ability to review strategic communications in both languages.
- Strong strategic judgment, initiative, analytical thinking, organization, and commitment to continuous improvement.
- Experience supervising, coaching, or guiding colleagues; ability to collaborate across teams and delegate effectively.
- Experience with nonprofit fundraising and donor stewardship, with a clear understanding of communicating with major gift donors
- Website strategy, media relations, thought leadership, and marketing automation.
- Responsible use of AI tools for research, analysis, and communications workflows.

Job Details

Schedule: Full-time
Location:. Based in Guatemala, work is primarily remote, with required travel to Sololá, as needed.
Anticipated start date: January 2027
Compensation: $35,000 to $40,000 per year, including benefits. Depending on the candidate's eligibility, the hire will be employed through MAIA's U.S. payroll or Guatemalan payroll (with benefits, or prestaciones). The role begins with a 3-month probationary period as a contractor, after which the hire moves to formal payroll in the U.S. or Guatemala.

How to Apply:
Submit Resume/CV, cover letter, and examples of previous work via this Google Form.
We will be accepting applications until the position is filled.

Link to full job description