



CAMINOS DE AGUA
SAN MIGUEL DE ALLENDE, GTO
WWW.CAMINOSDEAGUA.ORG

Position: Caminos de Agua Development Coordinator
Type: Full time
Reports to: Executive Director
Location: San Miguel de Allende, Gto., Mexico
Start date: January, 2021

About Us

Caminos de Agua believes that access to safe, healthy drinking water should be a fundamental human right. This is a massive global public health challenge.

Caminos de Agua's mission is to provide open-source solutions for communities at-risk on our aquifer in Central Mexico and leverage those solutions for others confronting similar water challenges throughout the world.

Our team is made up of a full and part-time staff of 14, plus graduate-level interns, and senior directors and advisors. We're a mix of Mexicans and international residents, technologists and community organizers, researchers and educators — united by our dedication to public health and welfare.

Caminos de Agua is a registered 501(c)(3) nonprofit in the U.S. as well as a Mexican *asociación civil* (A.C.).

The Position

The priority of the Development Coordinator is to raise public awareness of Caminos de Agua's work, programs, technologies, both regional and global water quality and access issues, and raise funds for the organization with a specific focus on local events, identifying individual donors, and creating strategies for current and future donors. The Development Coordinator designs and reviews promotional materials, oversees and manages Caminos de Agua's website and social media platforms, and helps to manage and expand Caminos de Agua's supporters and constituencies in the form of material development, local event coordination, digital campaigns, and other strategies. This position is expected to work with the local fundraising committee, and board and staff involved, in

developing and implementing a local fundraising campaign for the organization as well as to help develop communications strategies targeted at diverse audiences and in multiple languages.

Major Responsibilities

Fundraising

- Design and implement an annual local fundraising strategy with other Caminos staff, board, and volunteer fundraising committee;
- Logistics for special events
- Donor management
- Graphic design of fundraising materials

Branding

- Ensure that Caminos de Agua materials, communications, educational materials, social media materials, etc., adhere to our branding strategy.

Video Production

- Produce and/or coordinate videos

Website

- Coordinate the maintenance, updating and translation of the website

Strategic Planning and Management Support

- Support the Executive Director on strategic projects and help prepare presentations for high level meetings with government officials, institutional funders, and other special Caminos events.
- Coordinate and design materials that support Caminos when those strategies are part of a greater strategic planning initiative

Requirements

- Fluent Spanish or English (or ideally both)
- Reasonable proficiency in English
- Excellent writing skills in native language
- Graphic design (knowledge of Adobe InDesign and Illustrator)
- Photography and video editing skills
- Capable of working in a fast-paced environment
- Cultural sensitivity and respect for the communities we work in
- Able to work, and be productive, independently and with minimal supervision

Preferred Experience (but not required)

- Marketing, social work, communications background
- Living and/or volunteering abroad (preferably in Latin America)

Commitment

- Minimum of 2 years
- Full-time, 40 hours/week
- Start date: January 1, 2021

Location

San Miguel de Allende (located in Guanajuato, Mexico) is recognized as one of the most beautiful colonial cities in Mexico and there are a number of NGOs present and working in the region. It is an artistic and cultural center and has the distinction of being named one of the best small cities in the world for two years in a row.

To Apply

Send a cover letter and resume to Melissa Landman at melissa@caminosdeagua.org.

Caminos de Agua is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law in Mexico or the United States.