



# CON MI MADRE VOLUNTEER PROGRAM

Con Mi MADRE, Mothers and Daughters Raising Expectations (CMM)

## POSITION

**Development Office Volunteer**

## QUALIFICATIONS SOUGHT

Needed: motivated, organized individual who seek a part-time position at a full-service non-profit organization servicing young Latinas aspiring to complete their education via a holistic educational learning. Ideal individuals are self-starters who will commit a block of time based on their schedule and the needs of the organization. Flexible hours recognized. Office hours are Monday – Friday 9:00 a.m. to 5:00 p.m.

## DESCRIPTION OF DUTIES

Assist the Director of Development as required. Some duties and responsibilities are: tracking Development data base, compiling donor base, build success metrics, follow up with thank you notes, maintaining database, help with event planning and coordinating, general office/administrative duties, as well as miscellaneous tasks as needed.

The Development Director of Con Mi MADRE (Mothers And Daughters Raising Expectations) is responsible for coordinating the activities as set forth in the organization's Annual Development plan and works in concert with a variety of internal and external stakeholders, including the Executive Director, Board of Directors, Development Coordinator, and donors to achieve the organization's goals for contributions from individuals, foundations, corporations, and other sources of support.

## PAY

Unpaid- CMM recently recognized as winner of Austin's Philanthropitch and Mission Capital Foundation! Exemplary referrals and professional recommendation from Con Mi MADRE for student.

## BENEFITS

Exposure to the workings and operations of a non-profit organization. Opportunity to build professionalism, time and project management skills, and a strong development build skill set. Individual will learn to interact and work with all levels of department staff, begin to build a network of various individuals in various professions, and meet with diverse leaders and influencers in the philanthropic and business community.

## TO APPLY

If interested, please submit your resume with a cover letter to Director of Development, Casilda Clarich at <mailto:casi@conmimadre.org> for review and consideration. Applications are taken year-round.

## PROCESS

After resume has been submitted, Development Director will review and if selected, the individual will be notified via email or phone for an interview.

## ABOUT CON MI MADRE

Con Mi MADRE is a 501(c)(3) non-profit that empowers young Latinas and their mothers through educational and support services that increase preparedness, participation, and success in post-secondary education. Con Mi MADRE currently serves 720 mother-daughter teams in 26 middle and high schools in the Austin area. The majority of the families are low-income (65%), and 80% of the girls will be first-generation college graduates. Con Mi MADRE is poised to continue to grow and positively impact young Latina students across Central Texas.

## CON MI MADRE PROGRAM

Con Mi MADRE is unique in that it focuses on strengthening the mother-daughter bond while providing support and educational opportunities for both daughters and mothers. Our continuum programming allows participants to decide which projects and services meet their needs. Services for girls are age and grade appropriate and topics address the social, mental and academic barriers that prevent them from attaining their educational dreams. Services for parents work to create a family culture that values education, embraces a college degree as an achievable dream for their daughters, and supports parents in raising a young Latina.

All services, activities, and materials offered by Con Mi MADRE are bilingual and presented in a culturally competent manner, honoring our Hispanic heritage.