DETAILED JOB DESCRIPTION

TITLE: Development & Communications Manager

REPORTS TO: Executive Director

SUMMARY: Full-time position. The Development & Communications Manager provides leadership to key initiatives designed to enhance Just Communities infrastructure, capacity, and long-term sustainability. These efforts include fund development, marketing, public relations, and volunteer development, as well as overseeing office operations necessary to support these efforts. This position works under the general supervision of the Executive Director, works collaboratively with staff and board members, and has a high level of independence and responsibility.

KEY RESPONSIBILITIES:

A. Coordinate Just Communities fund development efforts in close partnership with Board of Directors and Executive Director
   - Develop and lead implementation of annual fundraising plan with input and support from the Board and Executive Director
   - Individual Donor Program Management (grassroots and major donor)
     - Maintain database and donor records, tracking donor activities, generating reports
     - Process donations and send thank you letters
     - Coordinate appeals
     - Coordinate, attend, and follow-up on meetings between donors and Just Communities ED and Board
     - Grow pool of major donors by working strategically to raise the level of giving from current donors with support from the board
     - Engage program alumni as both donors and fundraisers in annual scholarship drives for core programs
   - Event Management
     - Develop fundraising events tailored to our donors and constituency
     - Assist the Board in identifying efficient use of their time with respect to events
     - Coordinate Board efforts to solicit sponsors for events
     - Ensure all fundraising events are accessible to both Spanish and English speakers by coordinating translation of event materials and real-time interpretation at events
     - Coordinate event volunteers
   - Grant Management
     - Maintain calendar of grant proposal and report deadlines
     - Work with Just Communities’ contract grant-writer to ensure quality and on-time submission of proposals and reports.
• Work with Just Communities’ ED and contract grant-writer to identify new grant opportunities
• Build and maintain strong relationships with organizations that provide grants to Just Communities

B. Identify and implement new strategies to generate revenue for specific Just Communities’ programs

C. Coordinate Just Communities PR & Marketing efforts throughout the Central Coast
   ➢ Develop annual PR and Marketing plan with support from Board and Executive Director
   ➢ Integrate marketing and fundraising efforts
   ➢ Draft and coordinate dissemination of monthly email blasts and other communications
   ➢ Identify opportunities to increase public awareness of Just Communities’ work and accomplishments.
   ➢ Help create and maintain a consistent Just Communities voice and public image.
   ➢ Manage an active on-line presence through Just Communities’ website, Facebook page, Twitter account, Constant Contact, general email and other communication tools
   ➢ Develop and maintain relationships with major media outlets
   ➢ Write press releases to highlight Just Communities’ work
   ➢ Represent Just Communities at public events, in community collaborations and partnerships, and at other opportunities to increase Just Communities visibility and network in the community
   ➢ Ensure all outreach and communications efforts are bilingual (Spanish/English)

D. Volunteer Development
   ➢ Develop and coordinate effective tracking system for volunteers
   ➢ Help staff engage volunteers for meaningful service
   ➢ Ensure volunteers stay informed and feel connected and valued by Just Communities through regular communication and recognition.

E. Office Systems
   ➢ Develop, implement, and monitor effective office systems necessary to support the work outlined above.

F. May be required to perform other duties as requested by Executive Director.

SKILLS/ABILITIES/EXPERIENCE:

- Sincere dedication to the mission and philosophy of Just Communities
- Fully bilingual and bi-literate in Spanish and English preferred.
- Excellent verbal and written communication skills, including the ability to communicate effectively with diverse individuals and groups in Spanish and English.
- Experience with interpretation, translation, and creating effective multilingual environments a plus.
- Ability to initiate and develop relationships with a diverse range of individuals and institutions in a variety of environments.
- Ability to communicate Just Communities work and impact to funding sources, media and public.
- Ability to train, supervise and motivate staff, contract staff, volunteers, and program alumni.
- Attention to detail and ability to manage time in order to handle multiple projects
• Computer proficiency in Windows/Microsoft Office environment; experience with desktop publishing software and website management a plus.
• Ability to manage time in order to coordinate multiple projects.
• Ability to work in a team environment and independently.
• A familiarity and understanding of issues of diversity, equity, oppression, and social justice – especially those issues around which Just Communities programs.
• Willingness to constantly examine and take responsibility for own biases, attitudes, and role in various systems of oppression.
• Candidate should expect to work evenings and weekends regularly along with flexibility to engage in week-long residential programs, with flexible time off at other times.
• Must have own car (or reliable transportation), valid driver's license, and auto liability insurance.

**SALARY:** Full-time annual salary commensurate with experience; excellent benefits package, including medical and dental.

**ORGANIZATIONAL BACKGROUND**

Just Communities Central Coast advances justice by building leadership, fostering change, and dismantling all forms of prejudice discrimination and oppression. Just Communities does not discriminate against any employee or applicant for employment because of race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or immigration status or veteran status.

**TO APPLY:** Please email cover letter and resume to jschwartz@just-communities.org by September 27, 2013.