

Job Title: Development and Communications Manager

FLSA Classification: Exempt/Salaried

Position Status: Full Time

Department: Mission Advancement

Supervisory Responsibilities: None

Reports To: Chief Impact Officer (CIO)

Job Purpose

The Development and Communications Manager is an integral member of the Mission Advancement team, working cooperatively with the Leadership Team and other key staff to facilitate the full cycle of grants and donations, manage organizational marketing and communications, volunteer experience, and event coordination. The Development and Communications Manager is attentive and a skilled communicator, whether in grants and reports to funders, thanking and requesting contributions of donors, or sharing updates and impact on social media and newsletters to a broad constituency.

Essential Job Duties and Responsibilities

Specific duties and responsibilities may vary depending on program needs without changing the nature or scope of this position or level of responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. May be asked to perform other duties as assigned.

Fundraising and Grants

- Lead in annual fund and stewardship efforts, including sponsorship recognition.
- Write and prepare, submit, and manage grant proposals and grant reporting. Track grant schedules including deadlines, submissions, report dates, and deliverables.
- Manage tax credit donation and reporting process, with great attention to details and accuracy.
- In partnership with leadership, serve as a visible advocate for the mission. Present and represent the organization when strategically appropriate.
- Work with the Board of Directors and special committees charged with fundraising to facilitate their work. This includes the Lacasa Board of Directors, the Help-A-House Fundraising Committee, and the Resource Development Committee.
- Participate in strategic and operational planning, developing goals and work plans for areas of responsibility. Manage applicable budgets, participating in the budget development process.

Marketing and Communications

- Collaborating with leadership, establish and carry out marketing strategy balancing constituent activation (i.e., donor, client, tenant) and long-term brand growth throughout the region.
- Manage outsourced marketing relationships, including social media engagement, website content updates, creation and distribution of Lacasa publications and communications, and getting and/or coordinating agency photos and video.
- Proactively seek organizational updates from line of business leaders and partner to share with stakeholders through various channels (i.e., social media, newsletter content, reports).
- Lead planning and coordination of Lacasa events including Annual Luncheon, donor events, open houses, and groundbreaking events.

Volunteer Engagement

- Lead volunteer engagement to support a positive experience that invites deeper involvement through further service and financial gifts.
- Coordinate communication with Lacasa staff and group liaisons to ensure groups are prepared and excited about their experience.

Qualifications

Don't meet every single qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Lacasa we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways and let us know why you may be just the right candidate for this role.

Education

Bachelor's degree preferred, though a combination of acceptable education and experience that has provided the necessary knowledge and skills to fulfill the requirements of this position may be considered, which included exercise of initiative, attention to detail, and independent judgment.

Experience

- 5 years' experience in fundraising, marketing, or public relations in a non-profit is preferred.
- Demonstrated excellence in written and verbal communication skills; able to communicate complex ideas simply and succinctly.
- Multi-cultural experience preferred.
- Ability to handle sensitive and confidential data with integrity.
- Highly organized and diligent.
- Self-starter and proactive with strong sense of initiative.
- Be energized by the variety of projects in this role and the opportunity to work across all aspects of the organization.
- Excellent computer skills: proficient or advanced skill in Microsoft Suite and experience with donor management system.

Performance Factors

- Respect for others and for Lacasa's mission and core values: **Respect Human Dignity, Work Together, Pursue Excellence, Build to Last**
- Excellent written and verbal communication
- Ability to relate graciously with the public in stressful environments and with diverse audiences, including board members, donors, media outlets, and community audiences.
- Problem-solving and solution-driven mindset
- Collaborative and approachable
- Organized with attention to detail
- High quality of work
- Ability to work independently and manage time effectively

Working Conditions

- Able to communicate and exchange information daily.
- Accepts moderate noise (i.e., business office with computers, phone, and printers, light traffic).

- Ability to remain at a computer terminal for an extended period.
 - Able to lift a burden of 25 lbs. or less.
 - Some weekends and evenings may be required.
 - Some local travel required. Must provide a personal vehicle with adequate vehicle liability insurance.
 - Must provide and carry a personal cell phone for communication with staff and partners.
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Applicant/Employee Signature

Date

Hiring Manager/Supervisor Signature

Date