

Position Title: Development & Communications Manager

Job Family: Manager

FLSA Classification: Exempt

Reports to: VP of Development and Communication

Purpose of Position

The purpose of the Development & Communications Manager position is to manage social media, communications and support fundraising goals of the Policy Center. Assists VP of Development and Communications to increase fundraising, awareness and community engagement of the Policy Center. Work with various departments of Policy Center to further the mission, programming to connect with girls, research to showcase data/graphics and research findings. Manages all special events.

Essential Functions

EVENTS

- Plans and executes all Policy Center's events which quality include donor appreciation events, trainings, fundraisers, community briefings, and leadership council meetings, which includes: Identifying venues, selecting vendors, maintaining event budget, developing programs, coordinating speakers, preparing event production schedules, and leading team members in event execution
- Design invitations and marketing materials for events and oversees dissemination process
- Collect event RSVPs and correspond with guests before and after events
- Assess events and make recommendations for improving future events
- Supervise Communications Specialists to execute Event Communications Plan

DEVELOPMENT

- Track and monitor philanthropic requests, pledges, and contributions
- Analyze, manage and maintain donor database, including data entry and accuracy of records
- Create and implement systems and processes for donor communication strategies
- Supports execution of fundraising and development plan goals and objectives
- Regularly runs reports on outstanding pledge commitments and donor prospects in order to schedule cultivation touchpoints for the Director of Development and Communication
- Prepare all donor thank you letters associated with donations made
- Prepares electronic newsletters and supports dissemination of information about the Policy Center to funders, policymakers, community partners, research institutions, and media outlets
- Oversees maintenance of Policy Center's archive of media coverage, presentations, awards received, and trainings
- Collaborates with staff on the management and planning of fundraising events and donor

COMMUNICATIONS AND BRANDING

- Vet and ensure all Policy Center materials adhere to branding guidelines
- Keep graphic files of collateral materials up to date and fulfill professional printing orders
- Manages Communications specialist to ensure social media platforms to include: posting on social media channels and monitoring communications from donors and supporters, as well as national partners and funders
- Partner with community members, local businesses to raise awareness and market the Policy Center
- Assist executive leadership in developing presentations, speeches and other important public messages
- Utilize Adobe Suite to manage in house graphic design projects including printed and digital event invitations, e-news, and collateral materials as requested, implement systems for streamlining design requests and timelines
- Oversee Maintenance and regular updates to agency website ensuring it remains accurate
- Create and maintain organization branding guide
- Lead event execution of Training and Technical Assistance events, requests and special projects

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Extremely detail oriented
- Creative and innovative thinker
- Able to retain and apply information in fast paced environment
- Well organized
- Excellent written and verbal communications skills
- Excellent copy editor
- Experienced with MS Word, Excel, PowerPoint, CANVA, Facebook, Instagram, LinkedIn, Twitter, and Wordpress
- Comfortable with learning new technology
- Able to effectively lead and collaborate with diverse organization and community partners

Supervisory Responsibility

This position may be assigned to supervise staff and/or volunteers, depending on departmental need.

Work Environment/ Demands

This position operates in multiple environments, including DBWPC office and remotely in community professional offices and donor homes with varied levels of accessibility noise and through various temperatures and weather conditions

- This position requires constant communication with others for the exchange of information and collaboration in a direct person to person manner, via telephone, video conference and written.
- This position requires constant assessment of accuracy, neatness and thoroughness of the work assigned
- This role routinely uses standard office equipment such as computers and phones and requires repetitive motions of the wrist, hands and fingers
- This position will occasionally need to ascend or descend stairs
- This position will occasionally spend long amounts of time sedentary through sitting or standing
- This position will occasionally require moving oneself to different locations to accomplish tasks
- This position will often require the use of a motor vehicle between various locations
- This position occasionally requires lifting up to 20 lbs.
- This position routinely transports supplies such as books, art materials, food, event related items and more.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work sometimes requires employee engagement outside of traditional office hours, including evenings and weekends.

Travel

This position requires regular travel throughout the Jacksonville metro area and surrounding counties, and may occasionally include travel throughout the State of Florida.

The individual who fills this position must have a valid driver's license and will be required to maintain personal auto liability insurance while employed with the Policy Center.

Required Education and Experience

Bachelor's Degree in communication or related field

A competitive candidate will demonstrate experience in:

- a. Event planning
- b. Non-profit

- c. Development
- d. Donor management software
- e. Communications/Social Media

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

Professional experience in event planning, fundraising, and/or communications.

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.