



## Development and Communications Manager

Want to use your passion and skills to help individuals and families live better futures? Building Futures, an Alameda County leader in housing and domestic violence services, is hiring!

Building Futures helps Alameda County residents end homelessness and domestic violence and build better futures. Building Futures' services are designed to help clients overcome their barriers to being safely and securely housed. We are proud to provide a spectrum of essential services that enable our clients to live free from homelessness and intimate partner violence. For more information, visit [www.bfwc.org](http://www.bfwc.org).

**Application deadline: 3 pm, Monday, August 3<sup>rd</sup>, 2020**

### POSITION OBJECTIVE

Building Futures seeks an energetic, entrepreneurial team member with a passion for justice and equity. The Development and Communications Manager works collaboratively in the agency's four-person Fund Development team to garner support from individuals, foundations, businesses, and faith and community groups. The ideal candidate is organized, a strong collaborator, and able to nimbly "switch gears" when needed. This position is based in San Leandro.

The Development and Communications Manager implements Building Futures' communications and outreach activities. Key responsibilities include developing communications and marketing materials for Building Futures' programs and services; managing the agency's volunteer program and gifts of items and services; serving as an agency ambassador in the community; supporting data management, and participating in strategies to build relationships with individuals and groups.

### ESSENTIAL FUNCTIONS

- Represent Building Futures' to donors, businesses, and faith and community groups, developing and cultivating the relationship and "connecting" the dots.
- Coordinate community relations activities including virtual and in-person events.
- Collaborate on the agency's communications, outreach, and development activities including social media, email marketing, direct mail, and media relations. Create and manage content for agency website.
- Assist in managing and tracking donations in Salesforce donor database. Recommend improvements and upgrades; assist with troubleshooting.
- Manage donor thank you letters and acknowledgements.
- Lead volunteer program. Recruit and orient volunteers. Work closely with colleagues across departments to determine need, document interactions, and implement volunteer policies and procedures.
- Oversee in-kind program of donated items and services, including Building Futures' Holiday Gift Drive and Back to School Drive. Work closely with Building Futures staff to match needs with volunteer resources.
- Perform other job-related duties as assigned.

### QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree or equivalent experience, knowledge, and skills that qualify you for the job.

- Three years' related work experience, preferably including fund development, community engagement, marketing, data, and social media.
- Strong written and verbal communication skills for diverse audiences, with attention to detail.
- Fluency in MS Office and databases, and experience with email marketing and social media platforms. It is a plus to have experience with Excel, Salesforce, MS Teams, Constant Contact, Canva and Google Suite, as well as the ability to learn new software tools quickly.
- Aptitude in data systems; ability to present data to report on trends and tell the story.
- Demonstrated ability to serve as an enthusiastic team member in a culturally diverse environment. Interest in serving homeless families and individuals and domestic violence survivors.
- Ability to engage and motivate volunteers and community members through public speaking and one-on-one conversations.
- Skilled at managing varied projects and deadlines.
- Initiative and follow-through, with a positive attitude.
- Must have a valid driver's license, car insurance and access to personal vehicle for errands and events.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

The work environment and physical demands described are representative of those required by employee to perform to the essential functions of this job with or without reasonable accommodation.

- Ability to work at a desk or computer workstation. Automated ergonomic sit-to-stand desk provided.
- Ability to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity to enable the employee to operate a personal computer, phone, and related equipment; and for some positions to operate a motor vehicle safely.
- Able to safely lift up to 25 pounds, move, or maneuver in whatever way may be necessary to successfully perform position duties.
- Occasional travel for evening and weekend events in and around Alameda County.

### **COMPENSATION, BENEFITS AND HOW TO APPLY**

The Development and Communications Manager is compensated at FTE \$55,000 - 65,000 per year commensurate with experience. Full Time Schedule, 32-40 hours per week. Building Futures pays 100% of employee premiums for health insurance, dental and vision coverage. Generous holiday, vacation, and sick pay.

Email your resume and cover letter to [DevelopmentJobs@bffc.org](mailto:DevelopmentJobs@bffc.org). Email your resume and cover letter to [DevelopmentJobs@bffc.org](mailto:DevelopmentJobs@bffc.org). In your cover letter, explain why you would like to join our team and are the best candidate for the job. Please title attachments with your first and last name ("Keisha\_Taylor\_Resume andCoverLetter.pdf.") Only applications that include all requested documents are considered.

Questions may be submitted to [DevelopmentJobs@bffc.org](mailto:DevelopmentJobs@bffc.org). Please, no calls. Application deadline 8/3/2020. Submissions will be reviewed daily until the deadline. We are looking to hire as soon as possible, first come first serve, and position is vacant until filled. Only short-listed candidates will be contacted. Building Futures is an equal opportunity employer. All applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.