

Job Description

Job Title: Manager, Organizational Growth & Development

Department: Administration

Reports To: Executive Director

FLSA Status: Full time – Exempt

Summary

This position will be responsible for the developing, executing and monitoring, the agency's marketing/communication and development plans in concert with the Executive Director for the purpose of advancing the organization's mission and ensuring a fiscally healthy organization. This position is responsible for developing one voice that clearly promotes the organization's activities, outcomes and impact. Accomplishing this in unison with other SPC staff is essential.

Position Duties and Responsibilities

1. Updating and management of the Kindful database and dashboard
2. Website maintenance
3. Management of the agency's Facebook and Instagram accounts
4. Relationship management with identified fund development constituents including foundations, corporations, and individuals
5. Grant writing, tracking, curating, and review as well as reporting program outcomes as needed
6. Special events organization and planning, securing/managing event sponsorships, committee work, development/distribution of marketing and communications materials, day-of activities, and follow up
7. Identifying sponsorships for events, in-kind donation efforts, and managing volunteer opportunities
8. Volunteer recruitment, database management, orientation/onboarding, and volunteer appreciation and recognition
9. Strategic plan review, monitoring, and updating in collaboration with the Executive Director, Associate Executive Director and the board of directors
10. Maintaining collateral material and working with the Executive Director to produce quarterly newsletters (two electronic, two print versions)
11. Representing the agency at appropriate tabling events including job/internship/volunteer fairs and other community events which will include gathering/developing appropriate material, set-up and break-down of display booth, public speaking and networking
12. Serve as liaison to the Board's Resource Development Committee
13. Attend Board Meetings
14. Lead DEI efforts including periodic review and updating of agency policies to ensure they are inclusive and equitable for all inclusive of race/ethnicity, religion, sexual orientation, and gender identity

Qualifications:

1. Bachelor's degree in a related field with three year's relevant experience or a proficiency demonstrated in a similar position.
2. To perform this job successfully, an individual should have knowledge of Microsoft Office, experience in a constituent management database, social media platforms, and possess demonstrated capability in coding and/or WordPress.

Competencies:

1. All staff is expected to treat colleagues, shelter guests, and housing tenants with respect and this is demonstrated in all written and verbal communications.
2. All staff is expected to be responsible stewards of donor dollars, demonstrating a cost conscious approach to all resources – financial and human.
3. All staff are expected to perform as a team, lending support to colleagues in need and willing to perform tasks in support of each other which may be outside the scope of the current position.

Physical and Other Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to remain in a stationary position 70% of the time.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Occasionally ascends/descends a ladder to access storage and event materials..
- The person in this position frequently communicates with the community who have inquiries about their tuition bill or financial aid package. Must be able to exchange accurate information in these situations.
- Frequently moves equipment and materials for tabling and events weighing up to 25 pounds.