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generationalive.org



Development and Communications Manager

Generation Alive (www.generationalive.org) is currently seeking a skilled storyteller with the energy and creativity to take our development and communication efforts to a new level. The ideal candidate will have 3+ years' experience in a fund development or marketing and communications role and have experience leading grant proposals. The Development and Communications Manager is responsible for managing the grants portfolio, steering our overall message and communications efforts and supporting an array of development activities.

Generation Alive was founded by former SF Giants pitcher Jeremy Affeldt, on the principle that if youth are given the platform and opportunity to make a difference within their community, they will. We are dedicated to empowering young people to compassionately engage the needs in their community through action and service.

Duties and Responsibilities

Development (20%)

- Work with CEO to expand audience and grow donor base
- Support the CEO with fundraising efforts, assisting in donor stewardship, acknowledgement, new donor program creation
- Create and lead monthly giving program
- Assist in planning and implementation of annual fundraising events

Grants (40%)

- Manage grant writing for the organization, including the development of proposal content; Work with grant writing consultant
- Complete reporting and other requirements for all grants received
- Develop new relationships and maintain existing relationships with grant funders
- Consistently seek new grant opportunities to support GA's programs
- Create annual grants plan and prepare internal reports

Communications (40%)

- Develop and implement organizational Communications Plan and Calendar
- Generate and coordinate content for high-quality print and digital materials (email campaigns (including end of year campaign), website, annual report, newsletter, special events and social media ensuring consistent messaging across all platforms
- Work with and guide graphic design and communications consultants and agencies
- Build a system and maintain a "story bank" of relevant content and statistics for communication materials
- Report monthly on communications analytics

Required Skills and Abilities

- Commitment to Generation Alive's mission and Christian Code of Ethics
- Bachelor's degree is preferred
- 3+ years' experience in fundraising and development or marketing and communications
- 1+ years' experience in grant writing
- Natural writer; ability to weave several themes into a master narrative
- Previous experience in development and/or communications for nonprofits ideal
- Experience with social media marketing management systems (Hootsuite ideal)
- Strong verbal and written communicator
- Very high attention to detail, including accuracy and efficiency
- Excellent time-management skills, including ability to balance multiple and sometimes competing priorities
- Ability to work calmly under pressure as a high-functioning team member
- Knowledge of, or experience in, online fundraising, nonprofit advocacy, membership cultivation and marketing is a plus
- Personal servant leadership philosophy
- Experience with nonprofit databases (Blackbaud eTapestry ideal)
- Strong knowledge and proficiency with Microsoft Office Suite and/or Google Suite

Compensation

Annually: \$38,000 - \$50,000

Benefits: Health, Dental, Vision, Paid Time Off

Status : Full-Time, Exempt

Reports to: Chief Executive Officer

Application Instructions

Please send 1) resume, 2) cover letter, 3) appropriate writing sample and 4) three professional references with the subject line "[Your Name] – Development and Communications Manager Application" to office@generationalive.org.

Due date for initial consideration is August 14, 2019. Applications will be accepted until position is filled.