



Development and Communications Manager

Organization Overview

Silverton Area Community Aid (SACA) is a community aid organization serving people who live in or go to school within the Silver Falls School District. We operate a food pantry, provide financial assistance for basic needs, offer education/wellness events, and connect people to additional resources and service providers.

SACA mission: *Improving lives by providing food, services, and access to community resources.*

SACA vision: *A community where all people feel secure, valued, and supported.*

At the center of SACA's actions and decisions is our commitment to serve people lacking access to services and experiencing food and housing insecurity. We know people who experience repeat discrimination and systemic injustices are at higher risk of facing food and housing insecurity. At SACA we engage with our community to end hunger and its root causes. We maintain and foster an inclusive environment where people have equitable access to services and resources. Our goal is to meet the needs of each person, honoring the visible and invisible qualities that make them and their circumstances unique.

Job Overview

The SACA Development and Communications Manager reports to the Executive Director and supports continued growth and strategic initiatives. Starting salary for a full-time position is \$60,000-\$66,000; part-time work may be an option, as is hybrid work. SACA offers paid time off, 6 paid holidays, a monthly wellness stipend, a 3% employer match retirement plan, and a flexible work schedule. SACA hopes to grow its benefits package to include health insurance in the near future.





The Development and Communications Manager is responsible for expanding and managing SACA's mission-centered fundraising and communications plans. This position will oversee strategic relationships with donors and stakeholders and help diversify SACA's funding capacity and reach. An ideal candidate will have excellent fundraising and storytelling skills and be driven by ambition and the desire to improve outcomes for people on the margins.

SACA is at the tail-end of a \$4.3 million capital campaign for a new facility that will wrap up in 2024. The Development and Communications Manager will provide ongoing support throughout the remainder of the capital campaign, including meeting with donors and campaign volunteers and planning small donor events.

Essential Responsibilities and Duties

Development:

- Establish organizational fundraising goals and strategy that include corporate giving, planned giving, foundations and grants, large and small events, sustained capital campaigns, major gifts, bequests, and an annual giving program, with support from the Executive Director, the Development Committee, and staff.
- Follow data-driven strategies to implement SACA's fundraising campaigns and development opportunities.
- Support and participate in the cultivation, solicitation, and stewardship process for individual and corporate gifts.
- Support the development of a donor engagement strategy designed to improve donor retention.
- Manage grant activities, including researching grant opportunities, proposal development, submittal process, and reporting.
- Plan and execute meetings, tours, and special events to engage prospective and current donors.
- Oversee administration of donor records in SACA's donor database, detailing confidential personal and financial information and meeting or call notes.
- Ensure gifts are accurately acknowledged and donors are provided with a year-end tax receipt.
- Coordinate internal development meetings, including managing logistics, materials, and communications with staff and volunteers.





Communications:

- Lead the team in development of an annual communications strategy to maintain SACA's relationship with stakeholders (including donors, volunteers and even clients).
- Assist in further refining SACA's brand and voice and ensure that all communications are consistent, correct, and captivating.
- Oversee implementation of an engaging communications strategy, which will include quarterly newsletters, social media, website, direct mail/email appeals/marketing, donor acknowledgments, annual reports, informational flyers/brochures, and other print and digital materials.
- Develop other communications materials for individuals, foundations, and corporations (current and prospective), including individualized proposals, briefing memos, talking points, and other preparatory or follow-up correspondence.

The scope of work for this position will include:

- Development (70%)
- Communications (25%)
- Other duties as assigned (5%)

These priorities may change slightly as our fundraising and communications needs evolve over time.

Minimum Requirements

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, including and especially candidates from less traditional backgrounds. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- 3+ years of progressive development/fundraising and/or communications experience; nonprofit experience preferred.
- Experience in fundraising techniques and community-centered best practices.
- Excellent oral and written communication skills.





- Highly organized and able to balance multiple priorities.
- Strong critical thinking with the ability to solve problems in a timely manner.
- Proficient with Microsoft Office Suite, donor databases, and social media/marketing platforms.
- Collaborative team player with a strong work ethic and the ability to establish and maintain effective communication and professional relationships with diverse internal and external stakeholders.
- Demonstrated success working independently.
- Commitment to diversity, equity, and inclusion.

Due to the nature of our work, this person must be able to maintain client confidentiality and be sensitive to people who are struggling and/or have experienced trauma.

Job Conditions

- The Development and Communications Manager may be able to work a hybrid schedule, including both remote and in-person work at our office in Silverton. Occasional evening and weekend work.
- Prolonged periods of sitting at a desk and working on a computer.

To Apply

Please submit a cover letter and resume to jobs@silvertonareacommunityaid.org.

Priority deadline for submitting materials is January 12, 2024.

SACA is an equal opportunity employer. We strive to build a diverse workforce and welcome all qualified applicants regardless of race, color, religion, sex, national origin, disability, sexual orientation, gender identity, veteran status, or any other protected characteristic.

