



COMMUNICATIONS & DEVELOPMENT MANAGER

WHO WE ARE

For Her is a non-profit, established in 2013 to foster dignity and grow equity for women in the margins through connection, education and individual advocacy. We work to remove barriers, promote resilience, and advance women forward who live in San Antonio, Texas and surrounding areas.

SUMMARY OF POSITION

The Communications and Development Manager will report directly to the CEO to help guide the organization toward fulfillment of its mission and vision through marketing and communication strategies, grant management and donor engagement. This position works closely with the CEO, Board and staff to align external and internal communication and funding strategies with the needs of the organization and ensures that activities are in accordance with ethical standards and required policies and procedures.

RESPONSIBILITIES

Funding Development

- Lead the overall strategic fundraising operations of the organization, and is responsible for all fundraising: major gifts, grants, annual giving, planned giving, fundraising events and sponsorships, in support of the organization's annual and capital needs.
- Work with the Development Committee to achieve funding goals
- Create and maintain funding calendar 12 to 24 months in advance
- Track online, cash, check, grants and in-kind donations in donor management system, Kindful and bookkeeping app, Quickbooks
- Responsible for all grant writing and reporting
- Ensure that activities of organization are in accordance with ethical standards and required policies and procedures of organization and funders
- Develop proactive funding plans based on organizational needs
- Cultivate and solicit major gifts based on building and nurturing long-term relationships, including acknowledgment of donations
- Maintain capital fundraising and campaign records

Communications & Marketing

- Streamline internal and external communication of the organization
- Spearhead logistics for events and marketing
- Maintain schedules for staff and volunteers engaged in administration, fundraising and events
- Oversee and implement online marketing and social media strategy
- Maintain calendar for social media, online marketing, WordPress site, and snail mail campaigns
- Create copy and graphic art for programs and development departments
- Create e-blasts in MailChimp
- Online data entry, tracking, and organizing in Google Suite and Airtable
- Communicate strategy and fundraising status with management team, board leadership and other stakeholders
- Collaborate with the Program Manager to clearly communicate the programmatic work of For Her

Administrative

- Create, manage and analyze departmental budgets
- Attend Board of Directors meetings
- Provide administrative support to CEO in meetings
- Manage tasks for the organization's committees
- Manage accounts payable, receivable, and run financial reports as requested
- Order and maintain an inventory of supplies for executive team
- Other duties as assigned by the CEO

REQUIREMENTS

- Passionate about our mission
- Enthusiastic about supporting a faith-informed organization
- Embraces diversity and inclusion of all people regardless of culture, religion, sexual orientation, and ethnicity, who bring their own unique experiences, histories and tradition
- Eager to work hard but also maintain a good work/life balance
- Thrives in a highly relational organization
- Invigorated by the idea of building out processes and structure in a grassroots organization
- Strong organizational skills
- Excellent written and verbal communication skills
- Enjoys detail-oriented tasks
- Enjoys meeting new people and developing professional relationships
- Knowledge of quality assurance and outcome measurements, data collection methods, and evaluation concepts
- Grant writing and grant reporting experience
- Ability to maintain productive relationships with staff, volunteers, and community stakeholders
- Enjoys working in the non-profit sector and is comfortable in many diverse settings in our community including corporate settings, faith communities, transitional communities, partnering agencies, direct client services, etc.
- Proficient in apps: Google Suite, Airtable, Quickbooks Online, Kindful, Adobe Suite, Mailchimp, Facebook, and Instagram

EDUCATION, TRAINING OR EXPERIENCE

- Bachelor's Degree in Communications, Business, Marketing, Public Administration, Public Relations or related fields
- 4-6 years of applicable experience preferred
- Certified Fund Raising Executive (CFRE) a plus

HOURS, PAY AND BENEFITS

- This is an hourly position for 30 hours per week starting at \$35,000. Typical office hours are daytime Monday through Thursday, with some nights and weekends required. Hours are subject to change.
- This position is provided unlimited Paid Time Off and more than 10 paid holidays
- For Her offers employees opportunities for professional development

Please complete an application at iamforher.org/about-us/careers. For more information about us, visit iamforher.org. No phone inquiries, please.