



Position Announcement

Development & Communications Manager

Overview

The Posner Center for International Development (www.posnercenter.org) is a 5-year old organization with the mission to convene, connect and catalyze the international development community to collaborate for greater impact. We are home to Colorado's international development community, with over 150 organizations and individuals, 65+ of whom are based in our 25,000-square-foot collaborative workspace in the historic Curtis Park neighborhood of Denver.

We are seeking an enthusiastic, self-directed, team-oriented, and mission-directed individual to manage our development and communications work.

Responsibilities

The Development & Communications Manager is responsible for managing the creation, administration, and implementation of the organization's long-term development and communications activities. The overall goal of the position is to help ensure the long-term growth and sustainability of the organization, and ensure effective and engaging communications that promote and advance the organization and its programs. Specific responsibilities will include:

Development

- Coordinate design of a multi-year, multi-channel development strategy, and designation of fundraising goals;
- Translate the development strategy into workflows, an activity calendar and activity plans;
- Research and track fundraising opportunities;
- Identify a pipeline of new donor prospects and strategize key actions;
- Manage donor prospect pre-meeting activity including researching pitch proposals, etc.;
- Conduct meetings with donor prospects;
- Cultivate and maintain excellent relationships with existing donors;
- Organize and manage fundraising campaigns and events;
- Develop and manage the development strategy communications plan;
- Design development-related communications, including letters, proposals, and presentations;
- Manage development-related information, including donor and prospect profiles; and
- Manage the design and implementation of a potential future donor CRM system (e.g., Salesforce).

Communications

- Coordinate creation of, and manage, the organization's communications strategy;
- Oversee production of all organizational communications materials in coordination with Posner Center staff:
 - Manage creation and publication of the Posner Center annual report;

- Manage creation and publication of the Posner Center newsletter(s);
- Manage creation and publication of all social media posts; and
- Manage creation and publication of any program and event communication materials, including flyers and posters.
- Manage the website in coordination with contractor(s) and Posner Center staff;
 - Coordinate website development, maintenance, and content updates; and
 - Manage website services and contracts.

Other

- Represent the organization at external events, conferences and meetings;
- Identify and help prioritize opportunities for strategic partnerships;
- Assist the Community Manager with management of the Community (member) Program, serving as secondary point of contact, and assisting with development of ongoing communication materials;
- Participate in team planning and implementation efforts, including strategic planning, annual workplan development, and annual budget development; and
- Provide team support for Posner Center programming efforts, trainings, and events.

The Development & Communications Manager performs all duties under the direction of the Executive Director.

Required Qualifications

- Experience and expertise in development (fundraising) and/or communications, that may include experience in either nonprofit or for-profit sectors;
- Excellent oral and written communication skills;
- Excellent computer skills and demonstrated proficiency in Microsoft Office Suite and/or iWork, Google Drive, and Adobe;
- Experience developing reports, publications or other communications products;
- A strong team-orientation and a desire to create an effective and efficient work environment for others;
- Strong attention to detail (spot this announcements' error(s));
- Proactive approach to identifying and solving problems;
- Ability to work efficiently and prioritize tasks;
- A desire to participate in systems improvement; and,
- Strong motivation to support Denver's international development community.

Preferred Qualifications

- Bachelors or Associate Degree;
- Education or training in development, communications or public affairs;
- Education, training or experience in international development;
- Skills and demonstrated proficiency in basic website development, Wordpress, Salesforce, Adobe InDesign and Illustrator, and Mailchimp;
- Experience developing organizational annual reports;
- Experience in event management or coordination;
- Experience managing or assisting with organizational social media activities;
- Experience working with audiovisual equipment or a strong technical aptitude; and
- Experience developing and working with budgets.

Anticipated Start Date

February/March 2019.

Compensation, Schedule, and Benefits

This is a full-time position located in Denver, Colorado, scheduled for 40 hours per week. The annual salary range is \$40,000 - \$45,000, commensurate with experience and expertise.

The work schedule is flexible, generally 9:00am to 5:00pm, five days per week within the conventional workweek, required occasional event staffing evenings and weekends, required occasional travel outside of Denver, with paid holidays and paid time-off. Group medical and dental insurance is provided.

Other benefits include a beautiful, welcoming work environment, fantastic team members, and a great community of Tenants and Members working towards greater good in the world.

How to Apply

Applicants should send a resume and cover letter describing their interest in the position and relevant experience by 12:59pm, February 17, 2019 to burke@posnercenter.org. Please include “[Your Name] – Development & Communications Manager” in the subject line.

Applications will be reviewed on a rolling basis. Incomplete applications will not be considered. No phone calls.

The Posner Center is dedicated to providing a productive, welcoming, collaborative, and inclusive environment for all users of our shared space, including, without limitation, our Tenant and Member organizations, their employees, contractors, volunteers, interns, and guests. We are an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, national origin, ancestry, disability, marital status, military status, sexual orientation, gender identity, or gender expression. All qualified candidates are encouraged to apply.