



Communications and Development Manager

Job Announcement

Anticipated Start Date: On or before September 1, 2021

POSITION OVERVIEW

Georgia Appleseed Center for Law and Justice (gaappleseed.org) is hiring a Communications and Development Manager to oversee organizational communications and marketing. You will also manage essential components of Georgia Appleseed's fundraising efforts and report directly to the Director of Development and Communications. You will be a part of a dynamic and highly collaborative team devoted to advancing justice for children across Georgia.

Georgia Appleseed is a public interest law center that advances justice through law and policy reform and community engagement. We are particularly focused on supporting Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. We focus our passion, energy, and resources to achieve three main goals: (1) dismantle the school-to-prison pipeline to keep kids in school and out of the criminal justice system; (2) promote supports for students with behavior and learning challenges to ensure that they succeed in school, and (3) ensure children and their families have safe, healthy housing.

ESSENTIAL POSITION RESPONSIBILITIES

Communications (60%)

- Create and implement annual communications and community engagement plan with focus on aligning communications activities with strategic plan objectives.
- Oversee online communications including website, intranet, and social media activity; use analytics data to adjust tactics as needed.
- Develop organizational approach to storytelling, including seeking out and telling stories in different media that illustrate the impact of the organization.
- Write content for and oversee the development of all print and electronic communications including press releases, annual report, monthly e-newsletter, brochures, flyers, and videos.
- Manage all media contacts and maintain working relationships with media.
- Support communications components of programs, including publications, program materials, event marketing, and evaluation tools.
- Work with programs team to build and maintain networks in focus areas for effective outreach.
- Maintain and update Communications and Events calendar.
- Serve as staff liaison for the Communications and Community Engagement Committee of the Board of Directors.

Development (40%)

- Oversee CRM database, including data entry, development of data best practices, form creation, and report building.
- Enter, process, and maintain all donations, pledges, and data updates in CRM database.
- Create and send donation acknowledgement letters.
- Draft and coordinate individual fundraising mail and email appeals.
- Help plan and coordinate virtual and in-person donor events and fundraisers.

- Process certain financial transactions, prepare deposit reports and support monthly financial reconciliation.
- Provide logistical support to Director of Development as needed.
- Perform other duties necessary as assigned.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- 5+ years relevant work experience, including nonprofits.
- Excellent verbal and communications skills required.
- Experience with the internet, technology, website maintenance, and cloud-based applications.
- Software proficiency with donor databases, Microsoft Office 365.
- Outstanding organization with meticulous attention to detail.
- High level of productivity and initiative handling multiple projects in a fast-paced and busy environment.
- Strong interpersonal skills, with an ability to establish positive, personable, and professional relationships via email, phone, and in person.
- Positive, can-do attitude, sense of humor, ability to be flexible, and extend grace under pressure.
- Strong problem-solving skills; ability to trouble-shoot and triage.
- Demonstrated commitment to justice issues.

SALARY AND BENEFITS

- \$45,000 - 55,000 annual salary depending on experience.
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%.
- 401k match, currently paid at 2%.
- Free office parking.
- Generous vacation and sick leave.
- Flexible opportunities to work virtually.

This is a full-time position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County. This job currently involves working primarily from home but we hope and expect a return to the office in summer or fall of 2021.

TO APPLY

Submit a letter of interest and resume to positionvacancy@gaappleseed.org. Only complete applications will be considered. This position will be filled as soon as a qualified applicant is identified and has accepted the position. NO PHONE CALLS PLEASE.

We strongly encourage people from underrepresented groups to apply, including individuals directly impacted by the foster care system. Georgia Appleseed Center for Law and Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person’s race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and strongly urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.