

OUTER BANKS COMMUNITY FOUNDATION

Development and Communications Manager
August 2019

The Outer Banks Community Foundation is now accepting applications for a new position on our staff: Development and Communications Manager. This permanent, full-time employee will help grow our foundation by supporting the development of new gifts and funds to our endowment. S/he will play a lead role in communicating our vision, services, and impact to existing and prospective donors, and in managing and creating all of our organization's publications, with a special focus on donor audiences. This staffer will also help support our fundraising efforts in a facilitating role.

We are looking for applicants with exceptional writing skills, a high degree of professionalism, and sharp attention to detail. The ideal candidate is resourceful, creative, committed to excellence, and happy to self-teach on the job. Most of all, we're looking for someone who is passionate about making a positive difference for the Outer Banks, someone who can communicate that passion — both verbally and in written format — someone who wants to empower others to contribute to good causes in our community.

To apply, please email your résumé, cover letter, and at least one writing sample, all in PDF format, to LCosta@obcf.org. Please specify "Development and Communications Manager" in the subject line of your email. Your writing sample should be wholly written and edited by yourself. For priority consideration, please submit your application by August 31, 2019. For more information, visit our website at www.obcf.org. Please, no phone calls.

Position Responsibilities

- Creates electronic and print publications to share information on giving opportunities and to tell stories of philanthropic impact. Produces brochures, our annual report, press releases, thank you letters, and quarterly e-newsletters. Manages paid contractors (e.g., graphic designers, videographers) and volunteers (e.g., photographers) as needed.
- Manages the Community Foundation's website, Facebook page, and YouTube channel, composing all content, and analyzing visitation and engagement.
- Maintains editorial and style standards for all external communications, ensuring consistency, clarity, positioning, and professionalism.
- Monitors media coverage, workplan timelines, and communications and event budgets.
- Manages the annual membership mailing: plans content and messages (customizing as needed for various target audiences), composes the solicitation letter, develops ancillary materials, facilitates board member follow-up, and tracks donations received in response.
- Plans and oversees donor events, including luncheons, receptions, philanthropy seminars, casual meet'n'greets, and other special events.
- Enters donations, donors, and contact notes into the Community Foundation's central database. Oversees gift acknowledgments.

- Supports major gift and planned giving development by facilitating and tracking contacts with key prospects and donors, and connecting board members and the executive director to them. Schedules donor meetings and civic presentations, and prompts the executive director and board members to follow up.
- Provides staff support for the Community Foundation's Donor Outreach Committee.
- Amicably receives and assists visitors and callers. Provides general information to the public about the Community Foundation's mission and programs. Upholds and promotes the mission and values of the Community Foundation.
- Performs other duties as needed within our team environment.

Position Requirements

- Bachelor's or associate's degree.
- At least three years of experience in a similar position, with significant responsibilities in communications and/or fundraising.
- Exceptional writing, editing, and proofreading skills, including an ability to produce approachable, informative, consistently error-free, and inspiring communications, and a knack for explaining complex concepts in a cogent and compelling way.
- Experience with Wordpress, iContact, and/or other website and email content management systems.
- Strong computer skills, with proficiency in Microsoft Office Suite, especially Outlook, Word, Excel, and PowerPoint.
- Thorough knowledge of modern office practices and procedures.
- Willingness to work on the occasional evening or weekend in order to oversee special events.

Desired Skills (Preferred, Not Required)

- Nonprofit experience, with preference for experience in fundraising and/or nonprofit communications. Experience with planned giving, event coordination, major gift campaigns, and/or community foundations is a particular plus.
- Graphic design, website design, photography, and/or videography skills.
- Advanced skills in Excel, including mail merges, data analysis, chart design, formulas, pivot tables, spreadsheet management, joining tables, etc.
- Database experience, with strong preference for candidates with experience in donor databases, Community Pearl, and/or Microsoft Access.
- Spanish language proficiency.

Essential Personal Qualities

- An exceptionally keen attention for detail, and a commitment to excellence, consistency, and accuracy in all communications.
- Personal initiative and a “can-do” attitude, including the willingness to self-teach and to proactively identify tasks in need of completion.
- A high comfort level with project evolution, especially with regards to content revisions, etc. An aptitude for collaboration, and a sense of humor and positivity when receiving edits and constructive feedback.
- Commitment to and enthusiasm for the mission of the Community Foundation, and a passion for serving the Outer Banks.
- Strong time management and organizational skills, and a capacity to complete assignments in a timely, organized, and efficient manner without extensive oversight.
- Professional demeanor and appearance.
- Satisfactory background check and drug test, and impeccable professional references.

Compensation and Benefits

- Salary range is \$40,000 to \$45,000, commensurate with experience and other qualifications.
- 80% of health and dental insurance premium after completion of a 90-day probation period.
- Generous annual paid time off, including paid vacation, sick, and holidays.
- Up to 3% match of annual salary into a SIMPLE IRA plan.
- Paid education and training opportunities.

The Development and Communications Manager is an administrative employee, working primarily to manage the marketing and fundraising programs of the Outer Banks Community Foundation. This person will be responsible for quality control, purchasing, Internet and database administration, and similar activities. This person will exercise discretion and independent judgment with respect to matters of significance, particularly related to marketing and publicity, often implementing significant management policies. The Development and Communications Manager will carry out major assignments in conducting the public relations of the Community Foundation, and s/he will perform work that affects business operations to a substantial degree.

About the Community Foundation

Based in a historic flat top cottage in Southern Shores, the Outer Banks Community Foundation is a 501(c)3 nonprofit charitable organization that connects people who care with causes that matter. The Community Foundation manages more than \$18 million across 180 charitable funds for individuals and agencies, awards grants to local nonprofits, administers 50 scholarship programs, and provides tailored services to help donors pursue their charitable interests. Since its inception in 1982, the Community Foundation has awarded more than \$9 million in grants and scholarships to local nonprofits and students. The Outer Banks Community Foundation is an equal opportunity employer. It is our policy to make all hiring and other employment decisions without regard to an individual's sex, race, national

origin, religion, pregnancy, marital status, sexual orientation, ethnicity, age, or physical or mental disability.