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JOB ANNOUNCEMENT

DEVELOPMENT AND COMMUNICATIONS MANAGER

South Asian Americans Leading Together (SAALT), a national non-partisan non-profit organization, whose mission is to elevate the voices and perspectives of South Asian individuals and organizations to build a more just and inclusive society in the United States, is pleased to announce an opening for a full-time **Development and Communications Manager** position that will be based in SAALT's office in Takoma Park, MD.

Position Title: Development and Communications Manager

Job Status: Full-time position with benefits, including health, dental, vision, and transportation stipend

Date of Posting: January 27, 2015

Location: Takoma Park, MD

Reports To: Executive Director

Last Date to Apply: March 1, 2015

Start Date: March 21, 2015

Summary

Working closely with the Executive Director, the Development and Communications Manager will have two distinct functions. The first is focused on expanding and strengthening the organization's resources; the second is focused on developing and stewarding the organization's communications plan.

Resource development responsibilities include:

- Strengthening SAALT's fundraising capacity, with an emphasis on individual donor cultivation;
- Developing and implementing an individual donor fundraising plan, including donor research and crafting messages for individual donors; managing solicitation campaigns and events aimed at individuals, and coordinating SAALT's donor cultivation efforts in close partnership with the Executive Director;
- Supervising individual donor development consultants around the country;
- Manage ongoing relationships and ongoing communication with existing donors and supporters;
- Assist Executive Director with other special projects, as necessary.

Communications-related responsibilities include:

- Identifying opportunities to expand SAALT's communications presence and efforts across core issue areas, South Asian American communities, and regions, including drafting press releases and media advisories; monitoring and expanding its social media presence and strategy;
- Developing proactive relationships with mainstream and ethnic media journalists to amplify SAALT's work and the priorities of South Asian immigrant communities;
- Working closely with the Executive Director to write and place op-eds that examine pressing issues for South Asian communities;
- Drafting language for emails, newsletters, and other forms of communications to reach SAALT's diverse audiences;

Qualifications and Experience

- Minimum of three to five years of experience in resource development, philanthropy, or communications
- Excellent writing, analytic, and verbal/presentation skills with the ability to summarize information and connect with a variety of audiences.
- Demonstrated self-starter with ability to identify and pursue strategic opportunities
- Successful track record of articulating, evaluating, measuring, and reporting goals and successes/areas of improvement.
- Demonstrated ability to be creative, self-directed and manage and prioritize multiple tasks and roles.
- Demonstrated ability to work both independently and in a fast-paced and collaborative team-based environment.
- Demonstrated ability to think strategically, have a flexible approach to work, and quickly adapt and pivot to changing needs in a dynamic non-profit environment.
- Exceptional email management skills and ability to thrive in a high-volume email office.
- Proficiency in Microsoft Office suite and ability to quickly learn other basic programs.
- Commitment to and passion for social justice issues and to a career in the non-profit sector.
- Understanding of and commitment to advancing and enhancing SAALT's mission.
- Commitment to an office culture where creativity and diversity are celebrated.
- Sense of humor and familiarity with databases such as Salesforce are a plus.
- Travel within the United States may be required.

Compensation

SAALT will provide compensation for this position commensurate with experience. A generous vacation policy and health, dental, vision, and transportation stipend benefits will also be provided.

How to Apply

Please e-mail your cover letter detailing your relevant experience, resume, and an unedited development, communications, or policy-related writing sample (maximum 5 pages) *as a single PDF document* to info@saalt.org and indicate "Development and Communications Manager" in the subject line. We are accepting applications and interviewing candidates on a rolling basis, and will give priority consideration to applications received by **February 21, 2015**. Only qualified candidates will be contacted. **No calls, please.**

SAALT is an equal opportunity employer.

Strengthening South Asian Communities in America