



6930 Carroll Avenue, Suite 506  
Takoma Park, MD 20912

Phone: 301.270.1855  
Fax: 301.270.1882  
info@saalt.org  
www.saalt.org

## **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.

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|-----------------------------------|--|
| <b><u>Position Title:</u></b>     | Development and Communications Manager   |
| <b><u>Job Status:</u></b>         | Full-time position with benefits, including health, dental, vision, and transportation stipend |
| <b><u>Date of Posting:</u></b>    | January 27, 2015   |
| <b><u>Location:</u></b>           | Takoma Park, MD or New York City, NY   |
| <b><u>Reports To:</u></b>         | Executive Director   |
| <b><u>Last Date to Apply:</u></b> | March 1, 2016  |

#### **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](mailto: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 **March 1, 2016**. Only qualified candidates will be contacted. **No calls, please.**

***SAALT is an equal opportunity employer.***

*Strengthening South Asian Communities in America*