**Position Title:** Communications & Development Manager

**Job Status:** Full-time position with benefits, including health, dental, vision, and transportation stipend
**Date of Posting:** June 9, 2016

**Location:** Takoma Park, MD or New York City
**Reports To:** Executive Director

**Priority Deadline:** August 1, 2016

*About the Organization:*

South Asian Americans Leading Together (SAALT), is a national non-partisan non-profit organization whose mission is to elevate the voices and perspectives of South Asian individuals and organizations seeking to build a more just and inclusive society in the United States. SAALT is the premier national nonprofit advocacy organization that brings together the full diversity of South Asian American communities nationwide. [www.saalt.org](http://www.saalt.org)

*The Position:*

Working closely with the Executive Director, the Communications and Development Manager will have two distinct functions. The first will be focused on developing and executing the organization’s communications strategy for the next three (3) years. The second will be expanding and strengthening the organization’s resources with a focus on individual donors. It is anticipated that short term the split of responsibilities will be 65% communications and 35% development.

*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.

*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 and the SAALT Board of Directors;
* Supervising individual donor development consultants around the country;
* Managing ongoing communications with existing donors and core constituencies and assist the Executive Director with managing ongoing donor relationships;
* Assist Executive Director with other special projects, as necessary.

*Ideal Candidate Profile:*

* Minimum of three to five years of experience in marketing, communications, resource development or philanthropy.
* 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 a thoughtful 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, indicating “Communications and Development 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 **August 1, 2016**. Only qualified candidates will be contacted. **No phone calls, please.**

SAALT is an equal opportunity employer.