

Job Announcement

THE ORGANIZATION: Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic, legal and social systems. The organization assists clients through refugee resettlement and cultural orientation; case management for foreign-national survivors of human trafficking; low-cost immigration legal services; increased knowledge and skills in personal financial management; and business training, counselling and microloans. Additionally Opening Doors provides administration and leadership of the Sacramento Area Rescue and Restore Coalition to combat human trafficking.

The organization has undergone a period of growth and infrastructure development during the past five years, and is well poised for future continued growth and expanded impact. With an operating budget of about \$2.5 million, Opening Doors has a staff of 30+ part- and fulltime staff from diverse parts of the world.

Position Title: Communications & Development Specialist
Report To: Chief Executive Office
Classification: Exempt, Full Time
Date Needed in Position: Immediately
Salary Range: 45K to 48K. Wage commensurate with experience

SUMMARY: The Communications and Development Specialist will play a key role in building agency recognition and reputation in the community, drawing donor and grant support, and producing successful fundraising activities. The Specialist will oversee the agency's external communications, will manage and build its donor base and donor activities, will coordinate fundraising events, and will assist the CEO and Program Managers in grant writing and related activities.

Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university in Communications, English or related field, and at least two years of organizational communications and/or fundraising experience.

Key Responsibilities:

- Coordinate development of agency and program marketing materials;
- Position/package the agency's social media strategy and manage agency website;
- Oversee the development of agency newsletter, success stories for program participants and other fact/story-telling projects;
- Recruit, select, train, and supervise Organizational Communications and/or Grant Writing Interns.
- Serve as point-of-contact for agency outreach efforts, speaker requests, etc.
- Track contacts with current and prospective donors; manage donor cultivation mailing list, data tracking, and acknowledgement systems. Generate thank you letters for signature by CEO.
- Assist CEO and other staff with donor cultivation and speaking engagements.
- Spearhead the cultivation of a planned giving program.
- Coordinate direct mail, electronic and special campaigns to reach potential contributors
- Develop proposals for funding sources as needed, working in conjunction with the CEO and program managers.
- Assist CEO and program managers with editing and proofreading of proposals they have drafted.
- Plan and coordinate benefit events and fund raising activities.
- Assist in the development of annual Marketing & Communications budget. Track and report budget throughout the year.

Requirement/Competencies:

- Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- Possess excellent written and oral communications skills with the proven ability to produce well-written marketing and public relations copy, grant proposals, and professional letters. Clear understanding of social media and strong public speaking skills.
- Must have proficient computer abilities including Microsoft Office (Word, Excel, Outlook and PowerPoint), Constant Contact, and a willingness to learn donor database software or other programs maintained by the agency.
- Show respect and sensitivity for cultural differences. Ability to take cultural differences into account in developing organizational communication
- Includes communication volunteer/intern in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to them; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; Improves processes, products, and services; continually works to improve supervisory skills.
- Support organization's goals and values with a strong commitment to the mission.
- Prioritize and plan work activities; use time efficiently.
- Identify and resolve problems in a timely manner; gather develop alternative solutions; work well in group problem solving situations.
- Ability to work independently and contribute to building a positive team spirit.

HOW TO APPLY:

Interested candidates should email a resume and cover letter to: humanresources@openingdoorsinc.org. Include "Communications & Development Specialist – [Your name]" in the subject line. No phone calls please.