



- Job Title:** Communications and Grants Manager
- Reports To:** Development Director
- Location:** Portola center. Bay Area resident necessary. Temporarily remote; moving to 2-3 days per week minimum in San Francisco office.
- Pay Range:** \$65,000 – \$75,000 FTE, based on experience. Non-exempt, (32-40 hours / week). Excellent benefits package, including medical, dental, vision, chiropractor, acupuncture, vacation and sick leave.
- To Apply:** Email your cover letter and resume to jobs@fccenters.org with job title in the subject line. No phone calls or recruiters.
- Date:** March 9, 2021

Position Summary

Family Connections is seeking a talented and motivated Communications and Grants Manager. Reporting to the Director of Development, the position manages and helps further agency communications and grants, with a concentration on marketing, foundation grants, and individual giving campaigns.

The ideal candidate will be an excellent communicator and creative thinker, with outstanding project management, presentation and organizational skills. The role is a good fit for a professional who is self-directed and a proven team player, is flexible, meets deadlines, takes pride in excellence, and enjoys working on an array of projects in a fast-paced environment.

The position is new to the agency and will work closely with both the Development and Executive Director. This is an excellent opportunity for someone invested in professional growth and a key role in influencing and managing agency communications and development strategies.

Job Highlights

- Manage marketing and communications strategies to grow visibility and donor base
- Build a culture of philanthropy among Board, staff and participants
- Research and write grant proposals and reports to private and corporate foundations
- Develop and curate compelling and consistent messaging
- Manage donors and grants Salesforce database and department documents

Job Details

Communications

- Manage and generate, or develop communications campaigns in collaboration with fundraising and design teams including social media campaigns for engaging various audiences
- Communications for fundraising programs, including annual giving, special events and annual fundraiser/gala



- Develop marketing collateral, including donor letters, brochures, web content, advertising
- Develop compelling, fresh, and engaging content and consistent messaging (stories, graphics, audio, video) that connects members to our work, communicates impact, engages the public, and drives action (fundraising, community- building)
- Promote Family Connections' volunteer, philanthropic, and community engagement opportunities through targeted marketing strategies across a variety of platforms
- Maintain daily, weekly, and monthly communications calendar across platforms
- Track/analyze data to evaluate communications strategies and improve effectiveness
- Supervise and mentor scope of work of the Communications Associate

Grant Development, Annual Giving and Events

- Under direction of and with support from Development Director and Executive Director, help increase support from private, corporate, foundations grants, including identification and evaluation of potential funding sources
- Research, write and compile grant proposals and reports to foundations
- Establish relationships with new funders to meet expanded program/ fiscal needs
- Manage relationships with funders (e.g., acknowledgements, reports, thank you letters, and other requested information in a timely manner)
- Work with senior management, the Board of Directors, and volunteers in the creation and implementation of annual fundraising events and other major donor activities plan
- Track fundraising activities and program goals in the organization's Salesforce database; monitor grants calendar; generate data to evaluate success/areas needing improvement
- Work closely with the staff to develop understanding of programs and community
- Recommend strategies and programs to engage individual donors to increase both the number and average giving levels
- Promotes online fundraising with invocative ideas and strategies
- Contribute to team projects, including systems implementations and process improvements

Background and Experience

- Minimum of B.A. or B.S. degree, or relevant combination of education and experience in communications/development
- Three (3) to five (5) years of professional level experience, preferably in a foundation or nonprofit setting
- Knowledge of grants research and foundation resources

Knowledge, Skills, and Abilities

- Excellent written, verbal, listening and digital communication skills; capacity to communicate persuasively and compellingly
- Strong organizational, project management and analytical skills, with consistent attention to detail and accuracy
- High degree of initiative, with capability to manage multiple projects, timelines and deadlines
- Capacity to work independently as well as in a collaborative team setting
- Adaptable and able to succeed in evolving environments



- Comfort or desire to work in an operational role while utilizing critical, strategic thinking to constantly improve internal processes and goals
- Ability to apply creative problem-solving and critical thinking skills to complex situations
- Experience with web-and electronic-based document management tools and practices
- Experienced with donor databases required
- Proficient with MS Office Suite, Slack, Zoom, and other current office technology
- Experienced with learning new software systems, database systems, donor databases required; Salesforce experience a plus
- Demonstrated ability to hold confidential information, and apply discretion and excellent judgment
- Ability to demonstrate sensitivity to and appreciation for diverse viewpoints and different communication styles in a multicultural environment
- Ability to appreciate and contribute to a work environment that values integrity, adaptability, reliability, collaboration, and a commitment to learning
- Knowledge of non-profit sector and social justice framework
- Video editing software, Adobe Creative Suite, website design experience a plus

Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For over 25 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.fccenters.org.

Work Environment & Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires the ability to sit at a desk/computer terminal for extended periods time; and periodic standing, walking, bending and reaching; and may require employee to lift office products and supplies, up to 20 pounds. On occasion may be required to lift, push or pull object up to 50 pounds.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The schedule and regular hours per week will be determined by the needs of the organization and may be subject to change by the Operations Director or Executive Director.

Family Connections is an Equal Opportunity Employer.