

Sustainable CAPE - Center for Agricultural Preservation & Education

Title: Development & Communication Manager

Location: Truro, MA in person

Employment Type: Hourly, approximately 30-35 hours/week, year-round

Compensation: \$28 - \$35/hour depending on experience + accrued paid time off

Reports to: Executive Director

Position Description

The Development & Communication Manager leads fundraising, development, and communications efforts in collaboration with the Executive Director, contractors, and volunteers. This role focuses on ensuring that Sustainable CAPE has the resources needed to achieve its goals. The Development & Communication Manager oversees and supports all aspects of development and communication at Sustainable CAPE including: individual donors; business and corporate donors; foundations and grantors including local, state, and federal funders; as well as managing organizational communication efforts from newsletters to social media. The Manager cultivates and maintains donor and sponsor relationships, represents Sustainable CAPE at promotional and educational events, and collaborates closely with the Founding Director around development strategy and implementation.

Responsibilities

Development & Fundraising

The Development & Communications Manager works closely with the Executive Director to develop and implement our annual development plan.

- Individual Donor development
 - Support the Executive Director in individual donor cultivation including prioritizing donor engagement and stewardship and managing annual calendar of meetings
 - Oversee and coordinate donor mailings
 - Create segmented lists for donor mailings, review and ensure accurate donor contact information, manage the printing, organize volunteers and coordinate distribution of appeal letters
 - Develop and manage, in collaboration with the ED, donor communications and fundraising materials, including donor reports, newsletters, and impact stories.
 - Donor database management and ongoing maintenance including keeping all donation records entered into our CRM Bloomerang
 - Utilize CRM & other donor interactions to identify potential strategic opportunities
 - Track pledges and send pledge letters
 - Management of Acknowledgement Process including sponsorships, grants, and donor thank yous - via email, social media and mailing - and tracking all correspondence in Bloomerang
 - Cultivate individual donors and volunteers through stewardship and appreciation

- Including donor outreach at Farmers Markets and other events
 - Participate in appreciation events for volunteers
- Event Planning and Coordination
 - Plan and execute special fundraising events and campaigns to engage donors and increase awareness of our mission and programs, including silent auctions
 - Work with partners, volunteers, staff, and Board members to coordinate events, ensuring they align with organizational goals.
 - Coordinate a team of volunteers to solicit community sponsorships
 - Track sponsorship solicitations
- Grants Management
 - Manage grant pipeline ensuring that deadlines are met and opportunities are added
 - Grant tracking includes submission and award timeline and budgets as well as reporting and other deadlines
 - Manage Grant Award Checklist protocol
 - Coordinate site visits with funders (current and prospective)
 - Oversee Grantwriting Contractor and write grants as needed
 - Create grant budgets for applications
 - Create and submit all grant reports including financial reports
 - Support tracking and sharing of Metrics and Reporting for the organization
 - Cultivate and manage relationships with foundations and corporate partners to build sustainable revenue streams.
 - Research and identify new funding opportunities, including local, state, and federal grants as well as private and corporate foundations.

Communications

- Represent the organization at programmatic, promotional & educational events in the community
- Implementing online communication strategy
 - Keep communications schedule updated and implemented
 - Manage content for social media posts, website, posters, flyers, and other materials
 - Manage communications received through social media platforms
 - Attend team meetings & communicate with the team to gather programmatic & organizational information to include in social media posts, newsletters, etc.
 - Manage email newsletter list: ensure emails that are captured throughout the organization are added to the email list in Mailchimp regularly after each event
 - Work with team to produce monthly e-newsletter

Administrative

- Support Executive Director in preparation for Board Meetings including reports
- Attend Board Meetings (4 per year) and record meeting minutes as needed
- Participate in regular Manager/Leadership Meetings
- Participate and play a leadership role in regular staff meetings

- Improve organizational workflows
- Other duties as assigned

Skills & Qualifications

We are looking for an experienced development and communications professional who is passionate about our mission. Our ideal candidate has 5+ years experience in marketing, fundraising, development, or a related role and has proven success in fundraising including events, grants, donations, and/or sponsorships. Candidates need to have strong attention to detail and excellent written and verbal communication skills, particularly in marketing and donor development; grant writing skills preferred.

Strong understanding of the sensitivity and confidentiality of development and a commitment to maintaining organizational standards in these areas.

Strong project management skills, with the ability to manage multiple priorities and meet deadlines.

Experience with donor management software and fundraising tools is preferred.

Ability to work independently as well as collaboratively with a diverse team.

Commitment to Sustainable CAPE mission and core values

Strong Microsoft Excel, Word and database skills, experience with CRM software (we use Bloomerang, QGiv, Auctria)

Drivers license required (job requires some travel to meet with donors and for events)

Non-profit experience and Bachelor's degree or equivalent on job experience preferred

Ability to document systems for replicability

Integrity, positive attitude, mission-driven, self-directed team player

Creativity and a sense of humor a plus

Knowledge of Cape Cod's communities is a plus, as we are a grassroots, collaborative organization that is grounded in partnerships across the region.

Application Process: To apply please submit your resume, cover letter, and three references to work@sustainablecape.org with the subject line: Development & Communications Manager Application. References will not be contacted without your prior approval and notification.

*Sustainable CAPE is an equal opportunity employer and **strongly encourages** applicants from culturally diverse backgrounds and/or historically under-represented communities.*

We are an equal opportunity employer (EOE) that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex, gender identity or expression, sexual orientation or any other status protected by law. Sustainable CAPE is committed to equal employment opportunity and strongly encourages women and people of diverse backgrounds to apply.