



## **Development and Communications Manager**

Do you believe in the power of philanthropy to lift up and strengthen the Orcas Island community? Do you want to create, curate, and publish compelling content to support nonprofits? Are you both creative and detail oriented with strong project management skills? Do you thrive in a dynamic, fast-paced environment?

The Orcas Island Community Foundation (OICF) is looking for a creative professional to join our team as Development and Communications Manager. We are seeking someone ready to contribute their energy to our mission of fostering philanthropy to enhance and preserve the quality of life on Orcas Island.

The Development and Communications Manager reports to the Executive Director (ED) and oversees marketing, communications and community engagement activities. This role supports the ED in fundraising activities including prospecting, cultivating, and stewarding individual, annual, and planned gifts, and coordinating annual fundraising campaigns, special initiatives, and events. The Development and Communications Manager must be comfortable creatively connecting the dots between fundraising, communications, and nonprofit community needs.

The Development and Communications Manager is responsible for designing and executing a comprehensive communication plan that promotes and supports OICF programs and initiatives. The successful candidate will demonstrate strong strategic thinking and the ability to develop, analyze, manage, and execute marketing and communications activities.

### **About Orcas Island Community Foundation**

Founded in 1995, the Foundation helps build and strengthen the Orcas Island community by encouraging and supporting local philanthropy and by connecting people and organizations.

Among the Foundation's many achievements are establishment of the Medical and Dental Clinics, supporting affordable housing and early childhood education, raising funds for the Food Bank and the Senior Center buildings, strengthening programs such as the Community Resource Center, and helping establish the Shelter Program during the COVID pandemic which provided food deliveries and social services.

In just the past 13 years, the Foundation's annual grantmaking has grown from \$70,000 to over \$6 million, supported by fundraising programs and hundreds of volunteers and community members.

Additionally, the Foundation stewards over \$26 million in 185 funds. These include donor advised funds, and permanently and temporarily restricted designated funds for organizations, scholarships and a wide variety of field-of-interest funds.

The Council on Foundations' 2022 national survey ranked OICF #1 for Gifts per Capita and #7 for a 20% distribution rate, reflecting the community's remarkable generosity. While Orcas Island is sometimes seen as a wealthy enclave, nearly 25% of residents require financial support due to the ever growing affordability gap. OICF is honored to support both donors and nonprofits in ensuring all neighbors receive the help they need.

Learn more at [www.oicf.us](http://www.oicf.us).

## **Key Responsibilities and Core Functions**

### Communications and Marketing

- Manage the organization's branding efforts, including website maintenance, development and production of digital and social media content, marketing collateral and other branded materials
- Develop media outreach strategies and relations with media partners
- Develop and implement an annual marketing and communications plan and calendar
- Seek regular opportunities to collect and share impact stories from the ED, Board, donors, nonprofit partners, and community members
- Serve as quality control and editor on all public-facing materials and communications
- Serve as an ambassador and champion a culture of philanthropy in the community
- Track progress and effectiveness of communications and marketing activities
- Source and manage graphic designers, photographers, printers, and other related vendors
- Provide support for nonprofit bulk mailing requests

### Fundraising and Development

- In partnership with the ED, develop annual and multi-year fundraising and communications plans to encourage philanthropy and grow our community of supporters
- Collaborate with the ED and others to identify and cultivate prospective donors, as well as steward current donors
- Manage production of regular donor communications, annual donor retention efforts and acknowledgements
- Develop and implement business engagement strategies and cultivate business partner relationships
- Manage execution of cultivation and stewardship events
- Conduct data research and analysis and follow industry trends and best practices
- Update and maintain online donor database

## Event Management

- Develop and maintain annual timeline and proposed budget for donor and outreach events and other community events
- Collaborate and communicate with other team members to plan events, meet deadlines, and execute shared tasks
- Create, design, and distribute event invitations and/or promotional materials
- Select, negotiate, and manage caterers and other event vendors
- Solicit and manage event volunteers
- Prepare and maintain all event signage, materials, and supplies

## General and Administrative Support

- Attend Board meetings and assist in preparing and presenting reports
- Collaborate with staff team to provide customer service and assistance to donors, nonprofit organizations, volunteers, and other community members
- Other duties as assigned

## Compensation

OICF is seeking a full time exempt employee who resides on Orcas Island. We are open to considering applicants who are limited to .75 FTE (30 hours per week average). The annual salary for this full-time exempt position is \$70,000 - \$85,000 depending on experience. OICF offers a flexible hybrid work environment, paid holidays, vacation and wellness time, IRA matching, health savings account contributions, and professional development support.

## Desired Qualifications\*

- Minimum of three years relevant work experience ideally in a nonprofit setting including fundraising, donor relations, marketing, communications, and/or event planning experience
- Experience cultivating and managing relationships with non-profit donors to meet fundraising goals
- Experience supporting a CEO, Executive Director, Board of Directors, or other executive level positions
- Intellectual curiosity about philanthropy and nonprofit management
- Demonstrated commitment to high professional ethical standards
- Demonstrated professionalism, diplomacy, and ability to guard confidentiality
- Excellent verbal and written skills, creativity, independent judgment, attention to detail, accuracy and strong editing skills
- Excellent writing and editing skills including the ability to generate original writing for marketing, reports, or solicitations
- Project management experience, including ability to design projects and track deliverables
- Comfortable working with members of the public and serving as an ambassador in the community

- Enthusiastic, proactive, and collaborative team player
- Basic graphic design experience using Canva and Adobe Creative Suite
- Proficiency working with Microsoft Office, Google Workspace, MailChimp, Wordpress
- Experience with donor management or CRM platforms, and a willingness to learn and master OICF's Foundant CSuite system required

\*No candidate is expected to possess all the qualifications listed above. In areas where aptitude and/or interest are greater than experience, candidates are encouraged to propose a plan for professional development

### **Application Information**

To apply, send a cover letter and resume in PDF format to Lindsay Jennings, OICF Executive Director at [lindsay@oicf.us](mailto:lindsay@oicf.us). Applications will be accepted until the position is filled.

OICF is an equal opportunity employer and does not and will not discriminate against any applicant or employee based on race, religion, color, sex, gender, national origin, age, disability, sexual orientation, gender identity or expression, pregnancy, genetic information, military or veteran status, and/or any other characteristic or protected status.