



## Position Title: Development and Communications Manager

**Position type:** Full-time; Exempt

**Supervisor:** Executive Director

**To apply, please send cover letter and resume to [hr@sfcbook.org](mailto:hr@sfcbook.org).**

**Applications due by Friday, September 30, 2022**

San Francisco Center for the Book ([www.sfcbook.org](http://www.sfcbook.org)), a book arts nonprofit located in San Francisco's Potrero Hill neighborhood, is seeking a full-time Development and Communications Manager.

*SFCB is a center of inspiration for the book arts world, featuring the art & craft of letterpress printing, bookbinding, and artists bookmaking. We are dedicated to the art of the book!*

### **Position Summary**

The Development and Communications Manager, a newly created position at SFCB, is responsible for management of SFCB's development and communications functions, under the direction of SFCB's Executive Director.

The role will manage:

- (1) SFCB's comprehensive development activities including annual fund, government and foundation support, corporate sponsorships, and events;
- (2) efforts to broaden the impact of SFCB's communications; and
- (3) data and logistics for SFCB's development and communications strategies.

This position requires partnering with all staff to achieve its goals.

### **Responsibilities**

#### DEVELOPMENT

1. Implement strategy for cultivation and stewardship of donors for a niche organization.
2. Craft communications campaign in support of fundraising, including emails, donor letters, donor newsletters, and surveys.
3. Manage and grow a public and private grants portfolio. Manage prospecting, proposal development, proposal submission, and reporting.
4. Maintain and build fund development best practices, systems, procedures, and policies, including those related to donor database management and gifts processing/entry/tracking/acknowledgement.
5. Work with the Executive Director to create an annual Development Plan.

#### EVENTS

1. Act as project manager for general event production.
2. Work with Exhibition Manager to produce exhibition-related events (receptions, talks, panels, etc.).
3. Manage and grow SFCB Volunteer Program; oversee volunteers at events.

#### COMMUNICATIONS

1. Develop content for newsletters and visual communications that (1) highlight SFCB's programming; (2) strengthen the organization's external messaging; and (3) cultivate donor relationships.
2. Manage social media streams; develop and implement social media initiatives that spotlight SFCB programming.
3. Oversee SFCB's website, coordinating updates, and quality control, track website performance, SEO, and other analytics.
4. Manage and build SFCB's media portfolio by maintaining a list of media outlet relationships and contacts, cataloging SFCB news pieces, and preparing press kits.

5. Establish an annual team member communications work plan, designating tasks, timeline, and responsibility.
6. Curate regular organizational and program updates for the Board of Directors.

#### ORGANIZATIONAL

1. Act as staff liaison to the SFCB Development Committee.
2. Attend SFCB's staff meetings (and board meetings and retreats, as required).
3. Perform other duties as assigned to fulfill the mission of SFCB.

#### Qualifications:

1. Three+ years of professional experience, preferably in a non-profit environment.
2. Bachelor's degree from an accredited college or university, or equivalent.
3. Experience in fundraising and communications strategy execution.
4. Excellent written communication skills (English); ability to compose, edit, and proofread materials
5. Strong verbal communication, presentation skills.
6. Computer proficiency with Microsoft Office Suite.
7. Familiarity with graphic design (InDesign) and web development tools.
8. Experience working with social media (Instagram, in particular) on behalf of an organization.
9. General knowledge of fundraising databases (SFCB uses CiviCRM, an open source CRM).
10. Excellent project management and planning skills. Attention to detail and the ability to prioritize and execute multiple projects within deadlines. Self-motivated. Ability to hold yourself accountable for your own work.
11. Ability to work on a small staff; highly organized.
12. Commitment to ongoing self-improvement.
13. Commitment to the mission of SFCB.

#### *Equal Opportunity Employer*

*SFCB is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/ AIDS, people with disabilities, and bilingual and bicultural people. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

#### **Compensation:**

\$66,000 per year

#### **Benefits include:**

- Medical insurance, plus access to dental and vision insurance;
- Simple IRA plan with employer matching;
- Generous holiday, vacation, sick, and personal leave;
- Flexible schedule to support work/life balance; and
- Free access to most of SFCB's workshops.

To apply, please send an email to [hr@sfc.org](mailto:hr@sfc.org). Put "Development and Communications Manager Job" and your name in the subject line and include as attachments (in .pdf format only):

1. Cover letter with full contact information
2. Résumé