



**CHINOOK FUND**

## **Development and Communications Manager**

*Created September 2018*

### **Reporting Relationship:** Executive Director

Chinook Fund supports grassroots organizations working on issues of social and economic justice; by pooling our collective resources, we seed groups making a positive, systemic impact to improve the quality of life for all Coloradans.

Chinook Fund is both a fundraising and grantmaking organization. We award small grants to grassroots organizations that build power for social change. Funds for these grants are primarily raised through the organization's innovative Giving Project, which unites a diverse group of people from all class backgrounds to strengthen their fundraising, grantmaking, and community building skills.

Since its founding in 1987, Chinook has awarded over \$3.1 million in grants to more than 350 grassroots groups in Colorado. Now, the organization is poised for growth -- financially and programmatically, with aims to support more social justice initiatives beyond Colorado's Front Range. [www.chinookfund.org](http://www.chinookfund.org)

### **Position Summary**

The Development and Communications Manager is a 0.75 part-time, exempt employee and reports to the Executive Director. There is potential to become full-time after one year, pending budget. This position is based at Chinook's office at the Posner Center in Denver, CO.

The Development and Communications Manager is responsible for working with the Executive Director, board and staff to implement fundraising and communications strategies. This position's primary goal is to expand and build stronger relationships with our donor base and supporters while integrating fundraising with organizing and communications strategies. Chinook Fund's operating budget is approximately \$500,000. The ideal candidate has experience with grassroots fundraising, communications, and community organizing, is familiar with social justice philanthropy, has knowledge of building donor relations, event planning, and enjoys working in a collaborative environment. Chinook Fund's staff and board will work together as a team, participating in planning, fundraising, administrating and relationship building.

This position's efforts will have a direct impact in growing Chinook Fund's budget as we begin to develop and implement a new strategic plan. A key piece of the plan will involve sustaining and growing our Giving Project, an innovative new model for funding social change, building community, and leadership development.

To learn about our Giving Project model, please read the following:

<https://chinookfund.org/givingproject>  
<http://www.socialjusticefund.org/giving-projects>

**Hours:** 30 hrs/week with possibility of full-time after July 1, 2019.

**Salary:** \$37,500 plus benefits. Benefits include health, dental, vision, SEP IRA tax-deferred individual retirement account, and paid time off. Employer pays 100% of premiums and contributes 5% of salary to SEP IRA (SEP IRA begins after 3 months of employment).

## **Primary Responsibilities**

### **Development & Individual Giving**

- Support Executive Director with annual grassroots fundraising strategy planning and implementation to support Chinook Fund's annual and long-range programmatic and organizational needs, with a focus on growing our individual donor program;
- Coordinate annual fundraising campaigns, activities, and events including Colorado Gives Day, Spring & End of Year Giving, and an annual special event to meet an annual revenue goal of approximately \$160,000+ from individual donors in the first year;
- Produce donor solicitations and support materials with the intent to retain or upgrade gifts and to convert Giving Project donors to general fund donors;
- Expand and steward Chinook Fund's donor base and deepen relationships to ensure continued commitment and engagement;
- Cultivate donors by producing specialized correspondence, preparing letters of acknowledgment, scheduling and attending in-person visits;
- Work with the Operations & Grants Manager to maintain updated records in the donor contact database;
- Maintain a working knowledge of local, state, and national trends, best practices, demographics, and issues related to fundraising, communications, and social justice; and
- Work collectively with staff and community members to ensure the health and sustainability of the organization.

### **Communications & Special Events**

- Create annual communications plan in collaboration with Executive Director;
- Develop and maintain dynamic communications and fundraising materials such as event sponsorship packets, annual reports, fundraising appeals, donor updates, and social-media campaigns;
- Coordinate Chinook fundraising events, including house parties and benefits. This includes logistics, event messaging, donor engagement, vendor outreach, securing sponsorships, and coordinating volunteer event and host committees, as necessary;
- Manage online and social media presence, coordinate and create content for website, monthly e-newsletter, and social media and increase social media following;
- Support staff in the development and dissemination of communications, including promotion of the Giving Project via social media and monitoring content for the 'Humans of Chinook Fund' blog; and
- Support staff in highlighting impact and success stories of Giving Project alumni and grantee organizations.

## **Job Duties may include other tasks as identified by the Executive Director**

### **Required Qualifications**

- Proven success in implementing fundraising campaigns or strategies raising \$10,000+;
- Development, communications or program planning experience — demonstrated ability to create and execute a plan that meets goals & objectives, devise and implement systems, evaluate and improve based on feedback, and coordinate with other staff;
- Exceptional verbal and written communication skills, including the ability to evoke emotion and action through crafting stories and narratives highlighting Chinook Fund's impact;
- Community organizing experience (formal or informal);
- Strong social justice analysis, including personal awareness about race and class privilege, and demonstrated commitment to social, racial, and economic justice issues that impact the communities that Chinook Fund supports;
- Ability to build strong relationships with our constituency, including donors, Giving Project members, and grantees;
- Strong interpersonal communication skills, including active listening, receiving and giving feedback, and communicating across teams;
- Strong computer skills with proficiency in Microsoft Office (Word, Outlook, Excel);
- Ability to learn quickly, take initiative, and work well under pressure to meet deadlines;
- Willingness to work as a team on a variety of tasks; and
- Willingness to work occasional evenings and weekends and travel occasionally.

### **Preferred Qualities & Qualifications**

- Fearlessness about asking—for money, time, etc.;
- Grounded, authentic, non-judgmental, generous of spirit, and with a sense of humor;
- 2+ years of experience in development and/or grassroots fundraising;
- 1+ years of experience in communications – print, online, social;
- One-on-one grassroots fundraising or donor organizing experience;
- Experience in event planning and promotion;
- Experience coordinating a successful individual giving program;
- Experience with Chinook Fund constituency and/or grantees;
- Experience in fundraising from major donors or the business community;
- Ability to connect with people from a wide array of backgrounds and identities;
- Detail-oriented and ability to balance multiple priorities; and
- Self-motivated, effective problem-solver.

Please submit your cover letter and resume in PDF format to [Hiring@Chinookfund.org](mailto:Hiring@Chinookfund.org). **Priority will be given to applications received by October 21, 2018.** Applications will be reviewed on a rolling basis with an ideal start date in early December. Flexibility will be given for the candidate with the best fit. References will be requested from finalists.

Chinook strives to represent all our community members and welcomes applications from members of oppressed communities, including people of color, LGBTQ, and people with disabilities.