



CHINOOK FUND

Development & Communications Manager Job Posting

Updated July 2023

Summary

The Development & Communications Manager is responsible for implementing development and donor organizing strategies and managing Chinook Fund's external communications, to include newsletters, website, and social media.

Reports to: Executive Director

Location: Denver, CO, in office weekly on Wednesdays, remote other days

Salary range: \$65,000 - \$75,000

Start date: Late October or early November 2023

Background

Chinook Fund seeds community-led, systemic change by mobilizing resources for and trusting in grassroots social justice organizations across Colorado. Since our founding in 1987, Chinook Fund has awarded over \$4.5 million in grants to more than 550 grassroots groups in Colorado.

In response to COVID-19, we partnered with Transformative Leadership for Change to launch the Another World is Possible Fund, a vehicle to invest in social justice organizations who are fighting for both a just pandemic response AND a visionary future. From 2020-2022, we raised and redistributed \$1M to 95 groups, accounting for 22 percent of Chinook Fund's lifetime grantmaking dollars.

Chinook Fund is both a fundraising and grantmaking organization. Core funding criteria includes constituent-led, community-wide, and lasting effect. Priority areas include community organizing, Black-Led, Indigenous-Led, and rural organizations. Last year, 96 percent of grantees were BIPOC-led and 20 percent were based in rural communities.

Funds for grants are primarily raised through the [Giving Project](#), an innovative model for funding social change and fostering leadership. The Giving Project brings together a diverse group of people of all income levels who are passionate about social change and committed to building their skills in fundraising, grantmaking, and community building. It gives participants the opportunity to have transformational conversations about race and class, to experience the impact of collective giving, and the tensions and joys of grantmaking. Since 2016, we have completed 12 Giving Projects and two alumni Grantmaking Committees supporting 192 members to collectively raise \$1M+ from 3,500 donors.

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

- [Growing Donor Organizers Through Giving Projects](#)
- [National Giving Project Network](#)

Areas of Responsibility

1. Development & Donor Organizing 60% of role allocation

We use a "donor organizing" approach to fundraising, rooted in the belief that everyone has the ability to give and the ability to ask for money. This includes organizing people around their giving through values-based conversations, supporting donors to see their giving as a vehicle for systemic change, and building authentic and accountable relationships with a multiracial, cross class donor base.

- Support the Executive Director with annual development planning and implementation with a focus on individual donors, including integrating donor organizing strategies into organizational goals and work plans
- Coordinate fundraising campaigns, activities, and events, including Constellations of Change major donor program, peer to peer campaigns, monthly donor program, and seasonal appeals to meet or exceed annual revenue goals from individual donors (currently \$555k; 70% of revenue)
- Develop and maintain dynamic fundraising materials such as direct mail and email appeals, phone banking scripts, social media content, toolkits for Board members, and event materials
- Engage and mobilize major donors (\$5,000/year+), including multi-year asks
- Cultivate and steward donors by producing specialized correspondence, solicitations, conducting one-on-one visits to acquire, retain or upgrade gifts
- Cultivate and retain Giving Project donors as general fund donors
- Co-chair Resource Mobilizer Committee with Board members and Giving Project alumni
- *Depending on experience, there are opportunities to support the Program Team with Grassroots Fundraising training and one to one coaching for Giving Project members*

2. Communications 20% allocation

- Manage and create content for Chinook Fund's digital communications channels (e.g., monthly newsletter, social media, Wordpress website)
- Work with Executive Director to refine the organization's verbal identity (voice, tone, messaging) and improve brand and message consistency
- Manage creation, coordination, and distribution of annual report (Feb/Mar)
- Provide guidance and editorial support to team members creating communications materials, such as Giving Project and Grant Application outreach, Another World is Possible Fund, grantee impact stories, paid advertisements, and organizational statements on current and local events
- Create and maintain the organization's communication calendar
- Identify and supervise communications consultants, designers, and vendors, as needed

3. Administration 10% allocation

- Produce funder/donor acknowledgements, annual tax receipts, and internal reports to assess campaign effectiveness
- Maintain updated records in Foundant Community Suites database, including donation data entry, donation uploads, assisting the Finance & Operations manager with monthly and Giving Project donation reconciliations, and troubleshooting issues with CRM, as needed
- Create and manage a development and communications budget (currently \$22k)

4. Organizational Planning 10% allocation

- Participate in organizational-wide efforts (e.g. strategic planning, budgeting, team building), professional development opportunities, and a culture of feedback and self-reflective practice
- Serve as a thought partner to the Executive Director for revenue generation strategies and cultivating a culture of grassroots fundraising across the organization
- Maintain a working knowledge of trends, best practices, and issues related to grassroots fundraising, donor organizing, marketing, communications, social justice, and philanthropy
- Work collectively with staff and community members to ensure the health and sustainability of the organization

The Approach

Mindset, behaviors & values that are key to success in this role

Relationship-building: A key part of your job is connecting with people from many different backgrounds. You come across as genuine and find (and even create) opportunities to deepen connections and build authentic, mutual relationships with [teammates, donors, members, families] across lines of difference, such as race or other identities. You truly welcome viewpoints that differ from your own, and you're able to "sit with" discomfort when people express themselves in ways that aren't familiar to you.

Strong project manager: Ability to stay on top of multiple projects, anticipate obstacles, meet deadlines, identify and involve the team appropriately, use resources wisely, and communicate proactively. Collaborative, creative problem solver, ability to think outside the box.

Commitment to social justice & racial justice: Recognizes the role of race, class, and other identities intersecting in the work, especially with communities we serve. Ability to position oneself in relationship to our mission and can name one's personal stake in the work. Demonstrated leadership as an advocate for justice.

Self-awareness and emotional intelligence: Able to reflect on and describe the impact of one's own identities—and those of others—in a given situation, decision, or process. Demonstrates awareness of growing edges. Able to hear, reflect, act on, and learn from feedback re: identity and equity.

Committed to Chinook Fund's core values and aspirations to cultivate a healthy work culture: Core values of Liberation, Community, Integrity, Leadership. Knows we all have a role to play in collective liberation. Committed to practices that support wellness, workplace equity, and a sense of belonging.

Qualifications

- 4+ years of experience working in the nonprofit and/or philanthropy sectors
- Demonstrated ability to plan, implement, and assess development and/or communications projects
- Proven success in implementing fundraising campaigns or strategies raising \$50,000+
- Exceptional verbal and written communication skills, including the ability to evoke emotion and action through crafting stories and narratives that highlight impact
- Strong aptitude and desire to produce compelling content in a timely manner
- Preferred experience conducting one-on-one donor meetings, soliciting major gifts (\$1,000+)
- Goal oriented and fearless about asking for money, time, etc.

- Sophisticated social justice analysis, including knowledge of community organizing, awareness of lived experiences around race and class and demonstrated commitment to social justice movements and issues impacting Chinook Fund grantees
- Passion for cultivating and building strong relationships with Chinook Fund’s constituency, including donors, Giving Project members and alumni, and grantees
- Strong capacity to self-manage, multitask, prioritize, work collaboratively, diagnose problems and find creative solutions, and learn from mistakes
- Knowledge of some or all of the following: Mailchimp, Canva, Foundant Community Suites, social media, Microsoft Office Suite, Google Suite, Zoom, HootSuite, Wordpress, Asana
- Comfort working on a mostly remote team
- Willingness to work occasional evenings and weekends and travel occasionally

Employment Type

Full-time, exempt position with a 32-hour standard work week. This position is based at Chinook Fund’s office at the Posner Center in Denver, CO. Staff work in the office weekly on Wednesdays and work remotely other days. Chinook Fund encourages a healthy work-life balance for its entire team. The 32-hour work week enacted at the start of the pandemic has been made permanent. Hours may vary depending on organizational or project needs.

Compensation and Benefits

Salary \$65,000 to \$75,000 depending on experience. Chinook Fund offers a competitive benefits package including 100% employer paid health, dental, vision, short- and long-term disability insurance; paid parental leave; SEP IRA tax-deferred individual retirement account with a 5% employer contribution; professional development and wellness funds; remote work reimbursement; annual paid vacation (3 weeks); unlimited sick leave; and 2-month paid sabbatical leave after 5 years.

How to Apply

Please send a cover letter, resume, and 1-2 page writing sample combined into one PDF with the subject “Development & Communications Manager” to [hiring@chinookfund.org](mailto: hiring@chinookfund.org). Examples of writing samples include: direct mail appeal, blog, newsletter, article, annual report; excerpts of longer pieces are welcome. **Priority will be given to applications received by August 31, 2023.**

Interviews will be scheduled in September, with an aim to make a hiring decision in October 2023. The target start date is early November 2023. Flexibility will be given for the candidate with the best fit. References will be requested from finalists. *Chinook Fund is committed to equity and diversity and to the recruitment and retention of people from backgrounds traditionally excluded from philanthropy, including Black, Indigenous and people of color, LGBTQ+ individuals, and people with disabilities.*

Covid Policy

Chinook Fund is committed to providing a safer environment for our staff and community. This policy is based on guidance and recommendations issued by the Centers for Disease Control and Prevention (CDC). Accordingly, and to protect and support the health and safety of those working in the Posner Center office, traveling on behalf of Chinook Fund, or engaging in in person programming or meetings, Chinook Fund requires staff to be fully vaccinated against COVID-19. This policy is mandatory except for staff with a documented medical and/or religious reason for not receiving the vaccine. Chinook Fund will regularly monitor and modify our guidelines and protocols as needed.