

## **Development & Communications Associate Position Overview**

- *Are you a people person with great written and verbal communication skills who loves the art of relationship development?*
- *Do you love to learn and embrace professional and personal development?*
- *Are you ready to apply your talent and skills to an organization with a nearly 40-year history and a solid financial foundation that is also innovative and impactful in promoting community well-being and progress?*
- *Do you want to feel engaged, valued, stimulated, and joyous about the work you do?*
- *Do you want to be effective in making your community a better and more just space?*
- *Does the idea of working with a close-knit group of committed, can-do professional staff who work collaboratively to make progress move you and stimulate your natural talents and abilities?*
- *Are you excited about joining an organization engaged in transformative organizational development and capacity building in order to be ever responsive to community need?*

The Development & Communications Associate will join our growing organization as an integral and valued member of the Development team. She/he will provide key communications, administrative, and research support in partnership with the Director of Development and her colleagues in all aspects of Fund Development and Communications. We are looking for a candidate with strong verbal and written communications skills; high emotional and social intelligence, interpersonal, and relationship skills; related financial management skills, and some level of experience, with a desire to grow, develop, and aspire to a career in nonprofit fundraising and communications particularly preferred. We are seeking a highly organized, proactive, and creative person with excellent written and verbal communication skills. Bilingual language abilities in English/Spanish are highly desired, but not required.

### **Major Responsibilities:**

#### ***Communications:***

- Research and evaluate internal and external data sources to create press releases and talking points in alignment with our mission;
- Write copy for the website and keep site up to date including adding/removing events and related copy, maintaining accuracy in reporting information, and revising and ensuring current content;
- Research, plan, and execute our social media strategy;
- Contribute to the researching of community needs and related data regarding hunger and food insecurity in the Los Angeles County/Westside Los Angeles area;
- Contribute accurate and compelling narratives to be included in grant proposals, applications, letters of inquiry, reports, fact sheets, and other revenue-raising communications materials;
- Assist in creating video, graphic, and written assets to help tell the organization's story, including that used for social media postings;
- Assemble written and visual assets into email blasts, newsletters, press releases, media alerts, and other communications;
- Maintain records of our relationships with local media outlets, track media coverage, and update media contacts in the database;
- Identify, cultivate, and help arrange and schedule external speaking opportunities for the Director of Development and President/CEO;
- Maintain external website profiles including Guidestar, Greater Nonprofits, CardRates, and related spaces.

**Fund Development:**

- Provide administrative support such as data entry of donor contributions, calendar updates, organizational contacts, filing electronic and hard copy documents/records, taking meeting minutes, and preparing letters and receipts for donors, funders, and other stakeholders;
- Maintain records of private and government grant proposals, prepare grant acknowledgement letters, receipts, and reports, and also assist with other grant tasks as needed;
- Pull monthly Facebook donation information and record in our fundraising database;
- Conduct funder prospect research;
- Help conduct community needs and related statistical data research for grant narratives and development/external communications pieces;
- Extract program data from Primarius warehouse software to inform grants requests and other communications.

**Special Events:**

- Assist the Development Manager with special events;
- Planning—research potential sponsors, procure raffle, auction, and gift bag items, fill out applications, forms, and reports related to events and fundraising activities, interface with municipal and private venue hosts, post community calendar listings, engage stakeholders such as schools, faith organizations, businesses, scouting groups, neighborhood councils, and others to promote participation;
- Logistics—Assist with pre-event preparation of supplies, signage, site preparation, volunteer recruitment, vendor deliveries, talent coordination, and other event groundwork;
- Execution—Assist with site preparation, loading and unloading of supplies, decoration, volunteer engagement, event logistics, audio/visual needs/equipment, and support and assist the Executive and Development staff during events, break-down, and cleanup after events; and
- Prepare and submit post-event acknowledgment letters, press releases, data entry, and conduct related administrative support tasks.

**Qualifications desired:**

- 2+ years relevant communications experience preferred;
- Passion for the cause and a desire to excel in fundraising, communications, and development work;
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive narratives;
- Bilingual verbal and written language abilities in English and Spanish a plus;
- Strong editing skills and attention to detail;
- Strong computer skills—Microsoft Office Suite, Adobe, familiarity with graphic design and desktop publishing software is a plus (i.e., Canva, InDesign, Publisher, etc.), internet and social media savvy;
- Working knowledge of basic database functions;
- Familiarity with Google Docs, Sheets, Forms, Calendar, Drive, etc.;
- Familiarity with Slack, Basecamp, or other communication tools a plus;
- Familiarity with document management and Wiki systems, such as M-files and Confluence a plus;
- Ability to learn new programs and software quickly (we will provide training as needed);
- Self-starter—someone who is comfortable with taking initiative, working independently, yet is also unafraid to ask questions and explore continued learning, from self-initiated, to peer-contributed, to formal instruction, as needed;

- High emotional intelligence, friendly personality, and strong social and networking skills;
- Sense of humor and ability to take things in stride with optimism and a can-do spirit;
- Must be able to manage multiple projects simultaneously and work within deadlines; and
- A valid drivers' license and having your own car is preferred.

#### ***About Westside Food Bank:***

Westside Food Bank's mission is to end hunger in our communities by providing access to free nutritious food through food acquisition and distribution, and by engaging the community and advocating for a strong food assistance network. Westside Food Bank (WSFB) is a 501(c)3 non-profit organization that provides food to close to **70** social service agencies on the Westside of Los Angeles County. WSFB focuses on providing personalized services to our member agencies and ensuring that our food distribution includes a wide range of nutritious foods. Through WSFB, over **five million pounds of food** will reach about **200,000** local people over the next year, nearly half of whom are children.

#### ***Position Specifics:***

- Hourly, 40 hours per week, non-exempt;
- Position is primarily onsite with some work from home flexibility;
- Some evenings and weekends required for special events;
- Pay range \$26-\$28 per hour, depending on experience (DOE);
- Generous benefits package
  - Medical (Kaiser HMO): Premiums fully covered by WSFB for the employee. Dependent coverage is available—employee pays 2% of their wages for coverage and WSFB pays the rest;
  - Dental (Delta Dental PPO): Premiums fully covered by WSFB for the employee. Dependent coverage is available at 25% of the premium cost;
  - 4% Safe Harbor 401(k) Match with immediate vesting;
  - Paid time off: **12** sick days per year, **10** holidays, **10** vacation days in the first year of employment (increases per year, up to a **maximum of 25 days** at the seventh year of employment);
  - Pre-tax Flexible Spending Account (FSA) available, with employer contribution to medical;
  - Professional development opportunities, paid for by WSFB;
- Applicants must be fully up to date with COVID-19 vaccinations.

#### ***How to Apply:***

- Send a cover letter and resume including references to [jobs+dev@wsfb.org](mailto:jobs+dev@wsfb.org);
- Use the word **Ocean** in the email subject line;
- Please also send a writing sample (essay, press release, grant proposal, Letter of Inquiry, and/or related written communications piece).

We will review applications beginning **June 27, 2022** and will contact prospective candidates directly. *Please do not make direct calls to Westside Food Bank.*

Westside Food Bank is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.