



## **Development & Communications Associate**

**Location:** Downtown Oakland

**Reports to:** Director of Development

**Summary:** Under the supervision of the Director of Development, supports the fundraising function (75% FTE) with prospecting, proposal and report writing, data base management, grants administration, and other related tasks. Under direction of the Director of Communication, supports the communications function (25% FTE) with newsletters, website, social media, and partnerships.

The California Association of Food Banks is working to end hunger in California. By harnessing the voice of our 41 member food banks, we influence public policy, collaborate with local farmers to get fresh produce into the hands of hungry Californians, and educate California's food insecure about access to nutrition programs. Each year, we provide meals to millions of hungry children, families, and individuals throughout California.

Join us in creating a California where every person has the nourishment they need to thrive. We're a fun and festive staff of about 30, working in a classic old building in beautiful downtown Oakland – conveniently located next to the 19<sup>th</sup> Street BART station and loads of good restaurants.

### **Development**

- Prospect potential foundation, government, and individual donors for CAFB and member organizations
- Develop warm relationships with donors and their staff
- Manage CAFB grants calendar
- Manage eTapestry grants management system
- Write basic grant proposals and renewals and support the Director of Development with the writing of complex and high-priority proposals
- Write grant reports
- Develop budgets for proposals and reports with Accounting and Program staff
- Manage submission of proposals, reports, and other documents
- Process grant awards, including donor acknowledgment, filing, and data entry
- Provide grant documentation to Accounting and Program staff, including updated budgets, spending restrictions and reporting information
- Document grants processes and systems, including grants management system
- Provide Communications team with grants-related content for website, newsletter, annual report, social media, and other communications activities as needed
- Assist Director of Development with corporate sponsorships and manage the exhibitor program for the biennial CAFB conference
- Assist Director of Development to assess, implement, and track cause marketing opportunities

- Provide information to and answers questions from Accounting staff related to corporate sponsors, exhibitors, cause marketing partners, and individual donations
- Assist in planning/executing occasional events
- Other grants duties as assigned

### **Communications**

- Helps update and maintain website and social media channels
- Coordinates production of internal and external communications
- Writes, edits, and proofreads content for communications pieces, such as website, blog, newsletters, email blasts, action alerts, annual report, social media, etc.
- Develops and maintains a CAFB photo library, media lists, and media archive
- Helps coordinate communications projects and programs, both internally and externally with members, vendors, designers, and other contractors
- Helps track and analyze communications-related metrics
- Assists in planning and executing events
- Other communications duties as assigned

### **Qualifications**

- Minimum 1-2 years of experience in nonprofit development and/or communications position
- Excellent research, writing, editing and proofreading skills
- Excellent communication and relationship skills, high emotional intelligence a plus
- Ability to set priorities, meet deadlines and independently manage multiple tasks
- Excellent computer skills; competency with Microsoft Office (Word, Excel, Outlook, PowerPoint) required; experience with content management systems and adobe creative suite preferred
- Experience with donor databases preferred and experience with eTapestry a plus.
- Commitment to ending hunger

**Compensation:** Competitive salary, DOE. Benefits include employer-paid health, dental and vision, retirement program, life insurance, and PTO.

**To apply:** Please visit [formsite](#), fill out the web form and attach your cover letter and resume where indicated. **\*\*Please note\*\*** Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until position is filled.