



Development Communications Manager

The California Association of Food Banks (CAFB) is proud to amplify the voice of food banks on behalf of hungry Californians. We do this by influencing public policy, enhancing the social safety net, ensuring that fresh produce and healthy proteins are available to all Californians, connecting hungry residents with nutrition programs, and supporting our 41-member food banks in their work to feed our communities.

The California Association of Food Banks believes that food is a fundamental right. Food is medicine; it is fuel for learning, a teacher of cultures, and a convener of communities. Currently, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We seek to reflect the diversity of California on our team and how we do business. We aim to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential. Our workplace values dedication, inclusion, collaboration, transparency, and accountability.

What are we looking for?

We are looking for an innovative and energetic Development Communications Manager with experience in digital and print communications to develop and deliver critical messages, ensure consistency and continuity, and reinforce the mission and goals of CAFB, with strong skills in all areas of traditional fundraising, including major gifts, grant seeking, sponsorships, and other sources of funds to build solid and sustainable philanthropic support for CAFB. The Manager will have strong oral and written communication skills, experience with social media and technology, and experience fundraising in a nonprofit environment.

The Development Communications Manager reports to the Director of Development on the planning, management, and execution of all CAFB fundraising initiatives and donor communications. This role helps build, maintain, and steward CAFB donors and members, plan and implement development-focused communications, and oversee gift processing, data management, and reporting. The organization currently raises \$3 million annually, and significant growth in these programs is planned, guided by a robust strategic plan.

What success looks like—

The ideal candidate will bring strong communication, marketing, and interpersonal skills, excellent project management, and an understanding of how to use analytics to inform strategies and improve performance. A successful candidate will understand how their work fits into the larger anti-hunger movement, be collaborative, detail-oriented, resourceful, and approach the work with humility, a willingness to learn from experiences, and a focus on customer service. This is an excellent opportunity to be part of an expanding fundraising program and work with a dynamic, passionate team.

Job Requirements

- Location: Downtown Oakland
- Reports to: Director of Development
- Dynamics: We are an office-based organization with a hybrid work option.
- Compensation: \$65,000-\$95,000, depending on experience. Benefits include generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO

Qualifications

- Bachelor's degree in communications, English or related field and a minimum of 3+ years of experience in development and communications or equivalent work experience
- Excellent written and oral communications skills with ability to communicate effectively with internal and external contacts at all levels
- Excellent copy-editing skills to ensure accurate, grammatically correct public-facing communications
- Experience managing projects that include providing art direction and graphic design
- Strong attention to detail with the ability to organize information and priorities
- Strong analytical and problem-solving skills
- High level of customer service orientation

Skills & Experience

- Experience with donor CRM database management; Salesforce preferred.
- Skilled command of MS Office Suite, Mailchimp, and WordPress
- Experience with web publishing platforms (e.g., WordPress, Facebook, Twitter, etc.), and management/design tools such as Adobe Photoshop and Canva
- Experience with simple photo editing and image design, video editing, and HTML coding capability

To Apply

Please visit the link below to complete the web form and attach your cover letter and resume where indicated. Please read the instructions carefully. Applications are accepted until the position is filled. Application link: <https://fs10.formsite.com/cafb2/ktz6sigiec/index>.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal-opportunity employer and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.