



GRANTMAKERS CONCERNED WITH IMMIGRANTS AND REFUGEES

COMMUNICATIONS AND DEVELOPMENT MANAGER

THE ORGANIZATION

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant justice and belonging. As the nation's only immigrant-focused philanthropy-supporting organization (PSO), we work with our more than 130 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other PSOs to mobilize funder resources on the most pressing issues facing immigrants, refugees, and asylum seekers.

Inside Philanthropy named GCIR the 2017 Funders' Affinity Group of the Year for the key role we played in coordinating funder pushback to the administration's anti-immigrant policies. As we celebrate our 30th anniversary in 2020, our dedicated, dynamic, and diverse team is working to develop and carry out a vision to drive immigrant-related philanthropic investments for the next decade and beyond.

Our staff members come from all walks of life—many of us with immigrant and refugee backgrounds, and some of us with non-traditional career paths. We have offices in the Bay Area and remote staff in Texas. For more information, visit www.gcir.org.

THE ROLE

The Communications and Development Manager plays a critical role in three areas: grant proposals and reports, information resources, and external communications. The full-time, exempt position reports to the Director of Communications and Development, interfaces regularly with the Operations and Programs Teams, and is located in either GCIR's Oakland or Petaluma office. For the right candidate, the position can be remote within California. Specific duties and responsibilities will include the following:

Grant Proposals and Reports (~60%)

- Research foundation requirements for grant applications and reports
- Draft grant proposals and reports
- Gather information on grant activities and outcomes from Programs Team and other staff
- Manage internal drafting and review deadlines for staff teams
- Submit grant proposals and reports in a timely manner
- Work closely with the Operations Team to ensure proper recordkeeping and compliance with all grant reporting and administrative requirements
- Communicate with funders as needed

Information Resources (~25%)

In collaboration with the Programs Team:

- Monitor immigration news, policies, trends, and statistics and prepare concise updates for funders
- Compile, analyze, and summarize data from the field to identify funding needs and gaps
- Create resources to inform grantmaking strategies, including presentations, fact sheets, infographics, issue briefs, and funding recommendations, based on interviews, secondary research, and other existing sources
- Assist with researching, drafting, and editing external communications, including descriptions of briefings, webinars, and other programs
- Work with a graphic designer on digital and printed information resources

Administration of External Communications (~15%)

- Disseminate external communications through electronic mailings (via MailChimp), social media, and other channels
- Maintain a fresh and timely website, working with the Operations Team
- Curate information for and assemble GCIR's eNews published 6-9 times per year
- Assist in the production of the annual report
- Maintain and amplify GCIR's social media presence

THE IDEAL CANDIDATE

As an Equal Opportunity Employer, GCIR is committed to building and retaining a talented, diverse, and inclusive team. We strongly encourage women, people of color, those from immigrant and refugee backgrounds, and other minorities to apply. Our team members represent diverse backgrounds; bring a wide range of educational, professional, and lived experiences; and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors.

The ideal candidate for this position will have the following skills, experience, and characteristics:

Required Skills and Experience

- A minimum of 7-9 years of demonstrated experience as a writer/researcher in a communications or development role, preferably at a social justice organization or philanthropic support organization
- Exceptional project management skills, including the ability to stay on top of multiple projects, plan backward from deadlines and anticipate obstacles, identify and involve appropriate stakeholders, and work effectively and independently under pressure and competing deadlines
- Meticulous attention to detail, including the ability to follow highly specific rules and requirements from different grant applications and reporting systems

- Excellent writing and editing skills, particularly the ability to develop succinct, engaging narratives on complex issues
- Outstanding ability to distill large volumes of information, often technical in nature, into a concise, compelling, and accessible summary
- Demonstrated experience leading and managing writing and research projects
- Openness to feedback from colleagues and to being part of collaborative and iterative writing and editing processes

Preferred Skills and Experience

- A master’s degree in a relevant field is preferred but not required for candidates with desired project management, writing, editing, and research experience
- Familiarity with grant application and reporting processes
- Experience working in an organization with multiple offices and with a remote supervisor
- Proficiency with MailChimp, PowerPoint, and/or Salesforce
- Experience with social media strategy, particularly for LinkedIn, Twitter, and Facebook

Desired Characteristics

- Demonstrated knowledge of and/or commitment to equity and justice issues—and a desire to pursue a career in this field
- Ability to apply common sense and exercise sound judgment in problem solving
- A high degree of ethics, professionalism, and ability to develop a productive working relationship with GCIR staff, partner organizations, funders, and other stakeholders
- A natural sense of curiosity, good sense of humor, desire to work as part of a dynamic team, and ability to thrive in a fast-paced, ever-shifting environment

COMPENSATION AND BENEFITS

The salary range is \$75,000 to \$90,000, depending on years and type of experience, as well as level of education and training. The benefits package includes employer-paid health insurance, 401(k) contribution, generous vacation and sick time, and professional development opportunities.

APPLICATION PROCESS

Please email a cover letter, resume, and two diverse writing samples to Jenn Raley Miller at jobs@gcir.org. The writing samples should be pieces for which you were the lead or sole writer and between one and three pages in length. This position will remain open until the right candidate has been identified. No phone calls or email inquiries please.