



GRANTMAKERS CONCERNED WITH IMMIGRANTS AND REFUGEES

DEVELOPMENT AND COMMUNICATIONS ASSOCIATE

THE ORGANIZATION

Inside Philanthropy named Grantmakers Concerned with Immigrants and Refugees (GCIR) the 2017 Funders' Affinity Group of the Year for the key role we played in coordinating funder pushback to the new administration's anti-immigrant policies. And we're just getting started. Immigration is a central and defining issue of our time. Join our dedicated, dynamic, and diverse team as we 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.

GCIR works with more than 130 member foundations and the broader philanthropic community to inform, connect, and catalyze funders to address pressing issues facing newcomers and the communities in which they live and work. GCIR's thought leadership and expertise position philanthropy to adapt to demographic trends, respond to policy developments, engage with cross-sector partners, and support timely and innovative efforts to advance equity, inclusion, and justice for immigrants, refugees, and asylum seekers. With offices in the Bay Area, as well as remote staff in Washington, D.C., GCIR works with grantmakers across the country in both traditional immigrant destinations and newer gateways. For more information, visit www.gcir.org.

THE ROLE

The Development and Communications Associate will play a critical role in pursuing grant opportunities that make it possible for GCIR to guide timely and strategic philanthropic responses to address the needs of immigrants and refugees. The associate will draft grant reports and proposals, coordinate GCIR's development operations, and ensure compliance with foundations' reporting requirements.

The Development and Communications Associate will also help to develop and execute GCIR's communications strategy. The associate will facilitate communications through our website, social media, electronic mailings, and other channels.

The position will report to the Director of Communications and Development, interface regularly with the entire staff, and be located in one of GCIR's Bay Area offices. Specific duties and responsibilities will include the following:

- Draft, edit, and submit grant reports and proposals
 - Research foundation requirements for grant applications and reports
 - Prepare drafts of grant reports and proposals
 - Gather information on grant objectives, activities, and outcomes from other staff
 - Manage internal drafting and review deadlines for staff teams
 - Submit grant reports and proposals in a timely manner
- Perform administrative functions to ensure the smooth running of development operations
 - Track grant payments, reporting requirements, deadlines, etc., including in Salesforce

- Maintain files in GCIR's knowledge management systems, including Box
- Communicate with foundation staff regarding grants
- Ensure that GCIR complies with all grant reporting and administrative requirements
- Support external communications
 - Assist with researching, drafting, and editing communications, including in MailChimp
 - Disseminate external communications through various channels
 - Manage the maintenance and development of GCIR's website, including new website content, registration system, and online membership services
 - Serve as a liaison with external partners on website maintenance, upgrades, and improvements
 - Assemble GCIR's eNews
 - 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 experience; 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:

- Excellent writing and editing skills, including the ability to develop succinct, engaging narratives
- Strong attention to detail, including the ability to follow highly specific rules and requirements from different grant applications and reporting systems
- 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 competing and shifting deadlines
- Openness to feedback from colleagues and to being part of collaborative writing projects
- Ability to apply common sense and exercise sound judgment and creativity 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, desire to work as part of a dynamic team, ability to thrive in a fast-paced environment—as well as a good sense of humor and an appreciation for good food
- Demonstrated knowledge of and/or commitment to equity and justice issues—and a desire to pursue a career in this field
- 2-3 years experience in a communications or development role and/or working for a social justice organization or philanthropic support organization
- Bachelor's degree preferred but not required for candidates with relevant experience
- Pluses: experience working in an organization with multiple offices and with a remote supervisor; familiarity with MailChimp, Drupal, and/or Salesforce; experience with social media strategy, particularly for LinkedIn, Twitter, and Facebook

COMPENSATION AND BENEFITS

Salary is commensurate with experience. GCIR offers a competitive benefits package, including employer-paid health insurance, as well as professional development opportunities.

APPLICATION PROCESS

Please email a letter of interest and a resume to Harmony Karp Hayes, Director of Operations, at harmony@gcir.org. This position will remain open until the right candidate has been identified. No phone calls or email inquiries please.