

Job Title: Development & Communications Manager
Reports To: Chief Executive Officer
FLSA: Exempt

Position Summary

Executive Service Corps is Los Angeles's premier provider of effective, cost-effective capacity-building services to nonprofits, serving over 150 local organizations each year. Working closely with the CEO, the Development & Communication Manager plans, oversees, and executes all of ESC's external communications for fundraising and business development purposes.

Responsibilities

Development

1. Assists CEO in the development and implementation of agency's fundraising strategy
2. Develops annual fundraising plan
3. Executes ESC's corporate and foundation grants program, including prospect research, all proposal writing, grant submission, stewardship, and reporting activities
4. Supports, participates in, and helps strategize donor cultivation efforts
5. Manages activities of Board Development Committee and supports volunteer solicitations
6. Accurately records, maintains, and manages all fundraising data in hard and electronic files
7. Helps develop fundraising program to include, in the future, activities such as:
 - a. Managing and growing ESC's individual giving annual campaign;
 - b. Creating and marketing funding opportunities for prospective donors; building and nurturing relationships with stakeholders; overseeing donor communication/recognition;
 - c. Developing planned giving program.

Communications

1. Develops with CEO and executes overall communications strategy
2. Produces (incl. developing content, copywriting, design/layout, and vendor management):
 - a. *Executive Insights*, monthly (electronic)
 - b. *FYI*, monthly (electronic)
 - c. *ExecuServe*, three times per year (paper newsletter)
 - d. *Annual Report*
 - e. Program recruitment brochures (minimum three annually) and other marketing materials
3. Creates and disseminates notices, invitations, and other volunteer corps communications
4. Maintains and updates ESC website, including regular content development
5. Manages agency contact database

Requirements

- Bachelor's degree; advanced degree and formal grantsmanship training a plus
- Minimum of five years related experience
- Significant track record in foundation grantwriting, prospect research, and stewardship
- Excellent writing and organizational skills
- Fluency with Microsoft Office, Acrobat, InDesign, self-service email, and database programs
- High professional standards, exacting attention to detail, and commitment to nonprofit sector

EOE. Competitive compensation and benefits, excellent work environment. Fulltime only. Apply to info@escsc.org. Submissions lacking 3-page grantwriting sample and salary history will not be reviewed.