



Job Title:	<i>Manager, Development Communications</i>
Reports to:	<i>Managing Director, Development Operations & Donor Services</i>
Date:	<i>May 2023</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that serves lower-income schools which provide a values-based education for children, thereby contributing to stronger communities. We serve students in 92 schools in the Chicago area and Northwest Indiana. Each school is a vital resource for students, families, and communities, with research showing that when a Big Shoulders Fund school closes, the surrounding area experiences an increase in violence and a decrease in social cohesion.

For more than thirty-six years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. We accomplish this by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. A recent survey of a sample of alumni of Big Shoulders Fund schools showed African American alumni graduated from college at a rate more than twice the national average and Hispanic alumni graduated at a rate more than three times the national average.

POSITION OVERVIEW

The *Manager, Development Communications* works closely with the *Managing Director, Development Operations and Donor Services* to support and/or execute an array of writing and design projects that communicate and inspire investment in the Big Shoulders Fund mission. This position will collaborate with the Communications team. Projects range in format and diversity (writing and/or designing), from donor cultivation reports and donor updates, to designing report templates and program one-pagers, to developing email communications and offering support across the Development Team. Donor cultivation reports include but are not limited to, sponsor packets, patron reports, tax credit scholarship materials, and brochures. Each communication is strategically framed for the specific interests and passions of current and prospective supporters. The work of the *M, Development Communications* will provide vital support to the Development team's donor cultivation, solicitation, and stewardship objectives, and the sustainability of Big Shoulders Fund programming.

The Development Team at Big Shoulders Fund is growing – this is a new position created to help ensure timely, compelling, and concise development communications. Success in this role will depend on one's ability to collaborate, manage timelines and process workflows, in addition to executing clean designs and being able to write clear, concise, and compelling content. The ideal candidate is an effective

communicator with a superb attention to detail. They should demonstrate a high degree of initiative, professionalism, personal accountability, and a commitment to excellence in all aspects of their work.

ESSENTIAL JOB FUNCTIONS

- Provide support to development teams and/or take the lead in designing and writing a range of communications materials such as reports, donor letters, and design projects. Ensure content complies with Big Shoulders Fund branding guidelines and standards as established by the Communications team.
- In collaboration with the *Managing Director*, design, write, and/or update program one-pagers, sponsorship packets, reports, brochures, and other projects as needed and designed.
- Collate information for reports, campaigns, etc. to make writing projects more streamlined and effective.
- Manage processes and project timelines ensuring timely and efficient project completion.
- Help develop communications strategies and plans and be involved with updating annual communications materials.
- Assist in the execution of the acknowledgement process during busy times, such as, at the end of the year.
- Assist with grants such as compiling information, making data requests, and/or developing content for timely submission.
- Assist with donor and volunteer recognition and engagement efforts as needed.
- Collaborate with and support the Development Team in the creation and execution of integrated communications content.
- Serve as a writing partner and sometimes designer, on development communication projects.

ADDITIONAL EXPECTATIONS

- This role requires availability to work some evenings and weekends for Big Shoulders Fund events.
- As a member of Big Shoulders Fund staff, the *Manager, Development Communications* will attend and support the facilitation of fundraising events, service days, and other programs that further the mission of Big Shoulders Fund through its outreach to donors, communities and schools. The *M, Development Communications* must also work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned.

QUALITIES OF THE CANDIDATE WE SEEK

- Minimum of a bachelor's degree.
- 3-5 years' experience in development, communications, marketing, or a related and relevant field.
- Experience with graphic design tools such as, PowerPoint, Canva, and/or Adobe Creative Cloud.
- Concise and compelling writing skills with the ability to calibrate tone for a variety of audiences, purposes, and formats.
- Ability to edit communications projects and provide creative guidance.
- Experience with email management tools such as Marketo, MailChimp, Hubspot, or Pardot a plus.
- Experience with a CRM system, especially Salesforce is strongly preferred.

- Experience managing multiple projects with competing deadlines; problem-solving mindset, takes personal ownership of projects, and maintains the ability to meet deadlines.
- Ability to handle sensitive and/or confidential information.
- Commitment to excellence with strong organizational ability and exceptional attention to detail.
- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and must have a positive attitude.
- Strong analytical and critical thinking skills.
- Strength in establishing and maintaining cooperative and effective working relationships with others.
- Cultural sensitivity and ability to work on behalf of and collaboratively with diverse groups of people.
- Commitment to and passion for improving access to high-quality education options for all children.
- Ability to work some weekends and evenings for Big Shoulders Fund events.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.