SIREN SEeks a Development and Communications Associate

Reports To: Director of Development
Location: San Jose, CA
Position: Full-time, exempt position
Salary: Based on experience, plus comprehensive benefits package including medical, dental, and vision, as well as transportation and fitness reimbursement.

OVERVIEW OF SIREN (Services, Immigrant Rights, & Education Network)

SIREN combines community organizing, policy advocacy, civic engagement, community outreach, education, and legal services to empower low-income immigrants and refugees in California. We believe our clients and all immigrants are agents of change and we prepare them for leadership in all four of these program areas.

POSITION OVERVIEW

The Development and Communications Associate provides administrative and communications support to SIREN’s development activities. This position is an integral part of the development team, supporting the strategic planning and implementation to meet SIREN’s fundraising goals. This associate will work collaboratively across all departments to ensure grant deliverables are documented, met, and reported in a timely and consistent manner.

DUTIES AND RESPONSIBILITIES:

DEVELOPMENT

- Works collaboratively with SIREN’s grant writer.
- Provides support as needed to SIREN leadership team on development-related activities including donor visits, meetings, events, and proposals.
- Serves as primary development administrator for prospect and donor management and reporting.
- Works with finance department on gift acceptance and grant reporting protocols and procedures.
- Actively manages organization’s grant portfolio and provides regular status updates and conducts prospect research and outreach, prepares leadership and staff for meetings with current and prospective funders, leads the development of LOIs and proposals.
- Organizes fundraising events, receptions and VIP gatherings. Coordinates invitations and lists, event-related materials, and background information for staff.
- Represents SIREN at community events, relevant conferences/meetings, and networking opportunities to raise SIREN’s profile, identify new prospects and cultivate foundation relationships.
- Responds to development-related inquiries from staff and funders.
COMMUNICATIONS

- Oversees creative production and distribution of e-newsletter
- Writes and edits program brochures, flyers, website content, social media posts, etc.
- Coordinates with program directors to ensure their external facing materials align with SIREN’s organizational wide strategic communications and messaging
- Works closely with communications consultants on communications related projects

SKILLS AND QUALIFICATIONS

- Bachelor’s degree or equivalent experience, plus a minimum of three years of comparable administrative experience in a fundraising environment, preferably in a non-profit, foundation or university setting.
- Excellent written, verbal, and interpersonal communication skills. Proofreading skills essential.
- Excellent MS Office and donor database skills are essential to success. Experience with donor database preferred.
- Strong attention to detail, organizational skills, and ability to effectively and independently manage competing priorities and ability to maintain confidentiality of financial information.
- Working knowledge of direct mail, email, web, and other techniques and strategies for annual giving campaigns.
- Skills in researching and organizing information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations, and foundations.
- Direct experience planning and executing events and meetings.
- Willingness to take on new responsibilities as the position evolves.
- Must be a team player who excels in a collaborative work environment.
- A strong commitment to working with immigrants and working class people to achieve policy changes.
- Excellent community building, public speaking and negotiation skills.
- Commitment to cultural proficiency and sensitivity.

OTHER REQUIREMENTS

- Occasional work on weekends and evenings and ability to travel as needed.
- Must have a valid CA Driver’s License, car insurance, and daily access to a car.

To Apply: Please send a cover letter, resume, and three references. Cover letter should include a detailed description of the candidate’s career in fundraising, fund development and providing administrative support. This should include a list and description of 1) fundraising campaigns experience, 2) description of fundraising tools, and 3) overall description of administrative experience and/or project management skills. Please send materials to SIREN Human Resources at HR@siren-bayarea.org with “Development Associate Application” in subject line. For more information, visit our website at www.siren-bayarea.org.

SIREN is an equal opportunity employer. We are committed to developing the skills and leadership of people from diverse backgrounds, especially individuals from immigrant and refugee communities. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment at SIREN.