



Job Title: Director, Resource Development & Communications
Reports to: CEO
Location: Coachella Valley (Palm Desert, CA)
Supervises: N/A
Salary Range: \$75-90K annually and a competitive benefits package
Date Posted: December 4, 2018
Primary Function: Responsible for all communication and resource-related functions of Lift To Rise, as directed by CEO. Resource acquisition and management are to be conducted in a manner that fully supports LTR's mission, vision, and values. Responsible for grant-related research, relationships, applications, reporting, and communications.

Responsibilities

- Under direction of CEO, manage/lead communication and resource development needs and responsibilities of Lift To Rise (LTR), including but not limited to: grants management/reporting, budgeting and staffing for all resource and communications related needs, public relations and overall communications strategy, and branding/marketing.
- Track all partnership and grant revenue, serving as primary point of contact for fund development operations to ensure accurate and up-to-date revenue tracking and ensuring all deadlines are met for funding proposals both internal and external.
- Develop professional supporting materials for proposal and reporting deadlines, managing the process for grant and partnership agreements and appropriate acknowledgements and reporting. Proofread partner and foundation submissions, prepare briefing materials as required.
- Provide writing and logistic support to CEO and Collective Action Network leaders in their work as needed for communications and resource development.
- Develop strong working relationships within LTR resource partners by maintaining clear and concise communications regarding the work of LTR.
- Identify potential funders, businesses, and leaders proactively to establish and nurture beneficial relationships and help build awareness of and partnerships with Lift To Rise.
- Work with LTR's data partner to coordinate public relations and community outreach in the Coachella Valley, including dissemination of important findings and press releases.
- Support community engagement activities by developing, promoting and maintaining ongoing interaction with funders, resource partners, and others contributing to the

work of LTR.

- Oversee LTR-related communications, including all strategic print, online and social media. Coordinate communications with community-based organizations and partners to ensure continuity of narrative amongst partner organizations.
- Collaboratively develop and implement time-specific plans to resolve identified community priorities through appropriate resources and development.
- Identify community-based organizations, businesses, and leaders to establish and nurture relationships and help build awareness of and partnerships with Lift To Rise
- Serve as a member of the Lift To Rise Advisory Board, comprised of organizations, funders, and other key community members, designed to advance LTR's work and vision.
- Represent Lift To Rise at appropriate meetings, presentations and community events, as requested.
- All other duties as assigned.

Qualifications

- 5-7+ years' experience in nonprofit management; grant research, writing, and reporting; communications; and resource development
- Bachelor's degree required in related field; advanced degree preferred
- Demonstrated organizational, teamwork, and interpersonal skills while working among diverse groups of people
- Excellent project management and organizational skills with attention to detail
- Demonstrated success in building trusting, effective relationships with diverse partners
- Demonstrated success in facilitating multi-disciplinary or multi-organizational teams
- Excellent oral, written, computer, and communication skills; experience with social media preferred
- Self-motivated, results-oriented, and highly disciplined with strong interpersonal and group facilitation skills
- Self-starter with the ability to prioritize, meet deadlines, keep commitments and produce results in a fast-paced environment
- Continuous improvement and data management skills necessary for data-informed decision making
- Excellent customer service skills and ability to train or teach others with clarity and flexibility
- Must maintain professional boundaries and confidentiality at all times

Candidate Requirements

- Bilingual Spanish fluency strongly preferred
- Experience working in communities of color
- Must be able to work full-time, including some weekends and evenings as needed
- Willingness and ability to regularly travel across the Coachella Valley and other locales; must have transportation resources available, valid state ID, and maintain clean driving record

- A passion and authentic commitment to justice and equity for people of all ethnicities, races, ages, gender identities, sexual orientations, economic circumstances, physical and mental abilities and characteristics, and philosophies
- Genuine commitment to resident and community issues, as well as the vision, mission, and values of Lift To Rise

Physical Requirements

- Able to communicate effectively both orally and in writing
- Able to frequently walk, sit, and perform other job duties in both indoor and outdoor environments
- Able to occasionally stand for long periods of time
- Visual acuity to operate computer and laptop for extended periods of time
- Able to occasionally lift up to 30-40 pounds without assistance

About Lift To Rise

Lift To Rise is a community-based partnership tackling the challenges Coachella Valley families face with passion and imagination.

More than half of children in our desert paradise enter life facing extreme poverty and vulnerability. Without a network of support to bridge them to opportunities, many endure a lifetime of unrealized potential and insurmountable struggle. Building toward a more inclusive, equitable future FOR ALL requires fixing our region's broken systems and securing additional resources that better align with what residents need to emerge from the web of disadvantage and disconnection that defines life for low- income residents. Lift To Rise is a bold vision, and an unfettered commitment to the belief that the Coachella Valley is a place where the sun rises for everyone — not just those who can afford to vacation in our beautiful slice of Southern California desert.

This is an exciting time in LTR's history, as the organization recently transitioned from a three-year incubating period into its own, independent nonprofit organization. To learn more, please visit: <http://lifttorise.org>

To apply for this position, please send your resume, a short writing sample, and cover letter to: julia@jhowellbarros.com

Please mention job title in the subject line.