Communications & Development Manager

QARI (Quincy Asian Resources, Inc.) is a not-for-profit social-service organization which provides immigrants opportunities to succeed through a broad range of human services and initiatives since 2001.

In support of QARI’s leadership team, the Communications & Development Manager will focus on building and managing MA, RI, and NY strategic communications efforts, partnership development, and fundraising efforts to meet the needs of our clients, workforce partners, sponsors, and communities.

The candidate should have extensive experience in communications and/or marketing, partner relationships, multi-location operations, and project management. Her/his focal point should be supporting the teams’ efforts towards optimizing client service experience, streamlining service turnaround time, expanding our reach for more clients to access our impactful services, and identifying new services areas and resources based on demonstrated need from the community.

FLSA Status: Exempt  
Hours/Week Category: Regular Full-Time  
Reports To: Chief Operating Officer

Responsibilities:

- Lead internal and external communications, including developing one-pagers, program info sheets, and other materials for funders and key partners.
- Complete an assessment of QARI’s outward facing communications tools (website, description of programs, newsletter, etc), and working with QARI leadership to refresh content and design.
- Assist in the development of content for QARI’s annual report, managing monthly newsletters for MA, RI, and NY, and working with both teams to grow awareness about QARI programs.
- Develop targeted outreach materials for each department and program area to support client engagement and recruitment efforts.
- Work with QARI’s leadership team and program managers to complete funding applications for QARI’s operations and programs. Applications include foundation grants, state grants and contracts, and other partner agreements for QARI services.
  - Note: this may, at times, include researching possible funding sources for new programs or initiatives and working with QARI teams to identify new program areas and client needs
- Support the development of protocols and processes for program staff to gather data and business intelligence that can inform new program development and share with funders and partners.
- Provide ongoing communications to the team managers and senior leadership team about progress, findings, needs, and success stories to ensure the needs and goals of clients are being met.
- Identify and manage new local marketing and recruitment options to expand QARI’s physical and digital footprints, and market shares; plan, lead, and execute alternative approaches to meet the needs.
● Maintain and grow relationships with our clients, communities, workforce partners, sponsors, and strategic partners.
● Representing QARI at selected public forums, meetings, and other events as needed.
● Leading or supporting special projects and other duties as assigned by Senior Leadership.

Skills & Qualifications:
● Bachelor’s degree required or equivalent professional experience.
● Preferred bilingual candidate (Chinese, Vietnamese, Spanish, Portuguese).
● Strong in navigating ambiguous and quickly changing situations with creative solutions.
● Change agent with positive energy and a growth mindset.
● Demonstrated success in relationship building and communication with business partners.
● Highly organized with ability to successfully multitask and meet deadlines.
● Able to capture success stories and eloquently narrate how QARI services and partners support the growth of our clients (strong in storytelling).
● Proven track record of successfully working in highly collaborative organizational environments.
● Strong customer service orientation.
● Project management experience.
● Strong interpersonal skills and demonstrated excellence in written and oral communication skills.
● Demonstrated examples of strategic thinking and impact as well as analytical and problem-solving skills.
● Strong computer skills in Microsoft Office and Google environments.
● Valid driver’s license including ability and willingness to travel.

Physical Requirements:
● Prolonged periods of sitting at a desk and working on a computer.
● Must be able to lift up to 15 pounds at times.

www.qariusa.org