



RISING SUN

CENTER FOR OPPORTUNITY

Development & Communications Associate

Rising Sun Center for Opportunity seeks a detail-oriented, motivated, and enthusiastic Development & Communications Associate to participate as a core member of our Development team. This is a permanent, full-time, exempt position. The position will streamline our team processes and provide operational support for Rising Sun's innovative workforce development programs promoting economic equity and climate resilience.

The Development Associate focuses on communications, gift processing, donor stewardship, and event planning in support of Rising Sun's broader development and communications goals. This position reports to the Director of Development & Communications and works closely with members of the development team and other staff.

A successful Development Associate. . .

- Has excellent written and verbal communication skills, taking pride in quality and accuracy. You have experience tailoring messages to different audiences in a compelling manner; you're known for your ability to get people excited about an idea.
- Thrives in a fast-paced environment with competing demands and priorities. You're organized and self-motivated with good attention to detail. You are an accomplished task juggler and you use your time efficiently.
- Is a creative thinker. You know that there are generally many ways to approach a situation and you're not afraid of sharing new and different ideas.
- Inquires when unclear, asking questions for clarity and checking for understanding. You know how to communicate about your workload and priorities and manage up to get the support you need to accomplish your tasks.
- Has grace under pressure. You manage stress effectively and, in the face of obstacles and setbacks, you can take a deep breath and forge a new path forward.
- Develops and maintains strong relationships - on your team and beyond. You collaborate with staff and team members to access the information you need to be successful; people are happy to help you out. You represent Rising Sun and its values externally and build connections with external stakeholders.
- Excels at customer service. You're a professional at treating people from all walks of life with respect and professionalism. You're timely and responsive and people know you value them.

The Development & Communications Associate is responsible for. . .

GIFT PROCESSING AND DONOR STEWARDSHIP

- Manage the gift processing process for all donations



RISING SUN

CENTER FOR OPPORTUNITY

- Record sponsorship and grant payments
- Create and send donor acknowledgements
- Draft, prepare, and send communications to funders, including and not limited to acknowledgements, notes, invitations, and organizational updates
- Set up and prepare for donor meetings and tours
- Coordinate and collaborate with Rising Sun's finance team as appropriate to account for gifts and donations

COMMUNICATIONS

- Create high-quality, compelling content for blogs, social media, newsletters, website, etc.
- Maintain all Rising Sun's communications platforms, including MyEmma, Hootsuite, Facebook, LinkedIn, Twitter, Instagram, etc.
- Update and maintain Rising Sun's website
- Collect stories, photos, statistics, etc. from program participants and from staff to share with Rising Sun's networks
- Support with the development of organizational and programmatic collateral; maintain communications materials and collateral (organizational and program-specific), such as flyers, one-pagers, etc.
- Maintain and manage Rising Sun's branding materials and toolkit, ensuring its appropriate use across the organization
- Uphold and uplift Rising Sun's brand, messaging, and values in all communications

SALESFORCE AND DATA MANAGEMENT

- Track, enter, and update all applicable donor information, such as contact information, grant documents, and communications, in Salesforce
- Ensure that all information pertaining to grants can be found in the appropriate place on the database and is accurate and up to date
- Run development reports in Salesforce and keep development dashboard up to date
- Maintain Google and internal drives, GuideStar, etc. to ensure information is updated

EVENTS AND OTHER

- Assist with planning, logistics, and coordination of fundraising and other events involving current and potential funders
- Additional duties as assigned

To be considered for this position you must have...

- Relevant writing and work experience (transferable or direct)
- Experience and/or education in branding, messaging, and communications
- Excellent communication skills (written and verbal)
- Proficiency in Microsoft Office and G-Suite (Word, Docs, Sheets, etc.)



RISING SUN

CENTER FOR OPPORTUNITY

- Competency with basic reporting and databases
- A passion for Rising Sun's mission

It's a big plus if you have...

- Experience with Salesforce
- Experience with InDesign or a similar design platform
- Experience with WordPress, MyEmma, Hootsuite, and/or other similar platforms
- Experience in a related field(s): workforce development; economic, racial, and gender equity; climate resilience; environmental sustainability; etc.
- A vehicle and a clean driving record; ability to drive locally, as needed

About our culture... We are mission-driven and work hard because we care deeply about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits... This is a full-time, exempt, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

Ready to apply?

Please email your resume, cover letter, 1-2-page writing sample, and 3 professional references to warfield@risingsunopp.org, and include "Development & Communications Associate Position" in the subject line by September 6, 2019.

For more information about Rising Sun, please visit www.risingsunopp.org