



## **Job Opening: Development and Communications Manager (1.0 FTE)**

### **About Our Organization**

Mercy Beyond Borders is a small but talented team that's passionate about equality, education, and empowerment. We envision a world where all women are inspired and able to become powerful change agents within their communities, countries, and beyond. For the past 11 years, we've forged paths for thousands of women and girls in extreme poverty to rise above unfathomable adversity and denigration by creating access to resources typically reserved for men and boys. Our academic scholarships, microfinance loans, and vocational training enable women of all ages to claim their voice and contribute to a broader movement towards long-term economic development. With well-established programs in South Sudan, Haiti, and Uganda, we're ready to start a new chapter and begin expanding into other areas where our support is critically needed.

### **About the Role**

We're seeking a dynamic and resourceful Development and Communications Manager to partner with our Executive Director and Resource Development Committee (RDC) and support our ongoing fundraising and community engagement efforts. This newly-created full-time position reports to the Chief Operating Officer and plays a pivotal role in ensuring our financial sustainability as we scale.

Our ideal candidate:

- Has 5+ years of solid experience and expertise in all aspects of fund development under his/her belt, from donor prospecting, cultivation, and stewardship to gift processing and donor database management
- Demonstrates strength in both soft and technical skills: is adept at building rapport with others and is equally competent in front of a computer screen
- Feels a sense of ownership over the day-to-day details of fundraising, and possesses a meticulous eye and commitment to accuracy in his/her recordkeeping
- Presents as polished and professional in both oral and written communication
- Navigates change effectively and thrives in a state of ambiguity: is adaptable and isn't afraid to roll up his/her sleeves to get the job done, no matter how large or small
- Is tech-savvy and has a mind for leveraging technology to creatively problem solve and streamline workflows
- Is energized by our mission ("Forging ways for women and girls in extreme poverty to learn, connect and lead") and committed to helping us refine our development strategies and collateral for maximum impact

The Development and Communication Manager will be responsible for the following functions and tasks:

*Development (65%):*

- Collaborates with Executive Director and Resource Development Committee (RDC) to develop engagement strategies for all donor segments. Ensures follow-through by tracking progress in donor management platform (NeonCRM) and course correcting when needed
- Acquires and maintains detailed knowledge and understanding of MBB and its programs to support the development of persuasive grant proposals, grant reports, annual reports, direct mail appeals, presentations, and other fundraising pieces
- Synthesizes and analyzes information and data from various sources to demonstrate program impact for use in communication with prospective and current donors
- Collaborates with Accounting to ensure donations received via check, MBB website, social media, wire transfers, and other platforms are recorded accurately in NeonCRM and that documentation requirements are met
- Understands and practices excellent donor stewardship
- Collaborates with COO to develop and continuously improve all processes related to development, grants management, and gift processing to ensure operational efficiency and effectiveness
- Assists ED and RDC in the creation and monitoring of the development department budget and fundraising goals
- Collaborates with Event Committee to plan, coordinate, and implement MBB's annual Gala and other donor engagement events
- Tracks donor metrics and produces actionable, data-driven development reports for internal staff and Board of Directors as needed
- Supports Executive Director and RDC with donor prospecting and cultivation as needed

*Marketing & Community Relations (30%):*

- Develops and maintains MBB's website and social media "voice" with the goal of growing and engaging audiences across Facebook, Instagram, LinkedIn, and Twitter
- Manages and distributes monthly e-newsletter and other email campaigns
- Manages paid social media, including hyper-targeted posting, reviewing performance and retargeting as needed
- Leverages Google Ad Grants, Google Analytics, and SEO to increase visibility
- Oversees community outreach and public relations efforts including press relationships, government relations, and community events
- Strengthens cohesiveness of brand strategy and conveys and upholds brand standards across all print and digital pieces

*General Administration (5%):*

- Provides administrative support as needed

**Compensation**

Competitive, with a benefits package that includes medical, dental, PTO, and 401k with employer matching.

**How to Apply**

Please forward your résumé and cover letter to [jobs@mercybeyondborders.org](mailto:jobs@mercybeyondborders.org). In the subject line of your email, please write "Development and Communications Manager". Applications without a cover letter will not be considered.