Development & Communications Specialist

Familias en Acción is looking for a bilingual in Spanish, community-oriented and collaborative team member to join the Development team as our new Development & Communications Specialist.

This position will collaborate with the Development team to coordinate communications and support fund development efforts at Familias en Acción. This includes producing and coordinating newsletters, social media, and other external communications; managing the donor database; assisting with grant research, foundation outreach, and grants management; maintaining the organization’s websites; and supporting planning for the annual Latino Health Equity Conference. This position reports to the Development & Communications Manager.

How to Apply?
All interested participants, please send a resume AND cover letter to Rachel Alford at rachel@familiasenaccion.org with subject line: Development & Communications Specialist Position.

Do you want to be part of an organization that is changing the lives of our comunidad Latina/x/e?
Since 1998, Familias has worked tirelessly to serve the needs of our Latino/x/e community members who experience some of the greatest health challenges and inequities. We are committed to giving power back to our people through health education, resources, and our collective advocacy work. We center our work around our values of familia, empoderamiento, confianza, innovación, and inclusividad. Our promise is to be present, to engage, and to be relentless in our pursuit of health equity.

This opportunity
This is a full-time non-exempt position with a salary of $50,000-$59,000, depending on experience and skills. This position requires you to be available for in-person work during your work week hours as needed. Benefits include Medical, Dental, and Vision employer paid insurance Plan; 401k retirement plan with a 3% employer match; 15 days of paid time off, 12 paid holidays, 2 paid personal floating holidays, and an end-of-year paid holiday break between December 24th and the 31st.
Familias implemented a 32-hour, 4-day workweek in 2022 in an effort to support our staff’s need for rest and self-care. At Familias we recognize that in order to accomplish our goals within the community, we must first protect and strengthen the health of our staff.

Who you are:
- You are passionate about health equity, and sharing the impact of our work through written and audio/visual storytelling.
- You have immense empathy for our community and strive to center the needs of participants as you share news and resources.
- You are a resourceful, creative, and collaborative person.
• You coordinate projects with flexibility, adaptability, and can work on multiple projects with differing timelines.
• You are a natural bilingual Spanish communicator who has strong writing skills in both English and Spanish.
• You are a natural advocate for the work of the Familias and our approach to the work.
• You enjoy connecting with partners, funders, and community members and you take joy in doing research.
• You are passionate about equity and anti-racist practices.

What you will do:

Communications Coordination (40%)
• Support programs with communications coordination of content including annual report, newsletter releases, social media, including news, special topic articles, and events calendar.
• Track and evaluate communications effectiveness, communications calendar deliverables and timelines.
• Develop creative content. Collaborate with program team members to ensure timely and relevant communication strategies.
• Maintain website content updated and relevant. Implement web design for all websites, including bilingual content.
• Support the integration of various media such as podcasts, videos, webinars, online registration processes, and more.
• Schedule out approved copy and images for social media promotions
• Manage the ongoing maintenance of the site(s) through the direction of leadership and other staff members
• Document hosting and auxiliary services (ie WordPress Plugins) as well as related fees and renewal timelines
• Research new trends in digital tools and techniques, and integrate those practices into Familias’ digital marketing strategy

Development Administration and Donor Engagement (30%)
• Collaborate with the development manager to research and prospect potential funders.
• Responsible for donor and grants database maintenance including funder and proposal records; gift entry; donor acknowledgement and receipting; tracking recurring gifts, pledges, proposals, queries, and reports; direct mail import; and data analysis.
• Conduct donor prospect research and wealth screenings.
• Supports sponsorship activities including sponsor stewardship, proposal development, submission, and follow up.

Annual Latino Health Equity Conference (30%)
• Support the annual Latino Health Equity conference and work in partnership with management on the planning, design, and management of registration process, event logistics, volunteer coordination, and event execution.
• Maintain and update the conference website and social media, monitor mailing list, and respond to email inquiries related to the conference.
• Produce promotional materials, including social media, newsletters, and sponsorship materials. Work with the planning conference team to execute communications strategy.
• Maintain and develop new relationships with corporations, companies, and organizations to foster cross-promotional and collaborative partnerships and sponsorships. Assist with
sponsorship applications.

Other duties:
● Coordination of special projects as needed.
● Other duties as assigned.

This provides a general overview of the breakdown of responsibilities for the Development team. Other activities and/or projects will be assigned as work continues to evolve and community needs are shifting.

Qualifications

● Bachelor’s degree -OR- equivalent years of related experience in communications or development.
● Bilingual in English and Spanish required. Fluent speaker and strong writing skills.
● Experience in Microsoft Office and Google Suites.
● Skills in web design using HTML and CSS preferred, not required.
● Well-versed in online CMS - WordPress and/or Wix preferred.
● Experience designing and maintaining digital products and programs.
● Experience with Photoshop, Illustrator and Premiere preferred, not required.
● Experience with Adobe CC preferred, not required.
● Experience with Mailchimp, or other email marketing tools.

Skills
● Excellent written and verbal communication skills in English and Spanish
● Interest in and/or experience in non-profit fundraising and development.
● Committed to social justice and advancing equity and inclusion in the workplace and community.
● Self-motivation and the ability to work independently
● Creative, organized, and a good eye of design
● Strong project management skills
● Attention to detail
● CRM database administration and MS Excel/Google Sheet proficiencies
● Excellent organizational and time management skills
● Ability to work independently with limited supervision, and effectively as part of a team
● Ability to maintain confidentiality in all matters and a strong sense of ethical conduct, sound judgment, and integrity

Working Conditions

● Occasional work on evenings and weekends and travel to locations is required.
● Hybrid position: Works remotely 2-3 days per week, and in person 1-2 days per week on average on a 32-hour workweek. In person work is required during the Latino Health Equity Conference.
● Ability to lift 10-20 pounds.
● Employment depends on passing a background check.
● Frequent use of keyboard, monitor, mouse, telephone and/or headset.
How to Apply?

All interested participants, please send a resume and a cover letter to Rachel Alford at rachel@familiasenaccion.org with subject line: Development & Communications Specialist Position.

All inquiries and discussions will be considered strictly confidential. Applications will be considered as they are submitted so you are encouraged to apply early. Applications will continue to be accepted until the position is filled.