



Communications and Development Manager

Organizational Overview

AWFH is a peer-led, community-based network dedicated to advancing Asian women's health and wellness through education, advocacy, and support. We envision a world where Asian women are well-informed, have access to care that is culturally appropriate and high quality, and inspired to live happy, healthy lives.

About

AWFH seeks a Communications and Development Manager whose main responsibilities will be to: 1) manage our communications and information-sharing strategies; and 2) plan and implement a fundraising program to provide for AWFH's short- and long-term needs. This position works with colleagues to craft messages and communicate in ways that represent our values and work. The ideal candidate is someone who enjoys the challenge of developing strategies and systems, both independently and collaboratively with a team. This position reports to the Operations Director.

Communications

- Develop and oversee an annual communications plan, including written, digital, visual, and oral strategies
- Create outreach and education programs for key stakeholders, as necessary
- Communicate programmatic aims and objectives to participants, Board members, colleagues, and the public, including periodic reports on the state of programming
- Draft press releases, talking points, Op-ed pieces, special reports, story lines and position statements
- Proofread, edit and re-structure organizational materials for maximum coherence, accuracy, and consistency
- Maintain a catalog of stories, images, and resources to use in messaging
- Oversee social media platforms and networks, including editorial support, platform content, and supervision of staff who maintain them

Development / Fundraising

- Develop and oversee an annual fundraising plan, including written, digital, visual, and in-person strategies
- Maintain donor database, ensuring accurate data entry and integration with other databases
- Conduct donor stewardship programs including recruitment and retention of donors
- Implement a major donor program
- Support direct mail, pledge, and other donor campaigns by drafting, reviewing, and/or revising donor solicitation and relationship materials
- Support fundraising initiatives by sending timely donor acknowledgments
- Oversee printing, copying, and mailing of all fundraising materials
- Analyze returns on fundraising campaigns
- Develop relationships with foundation staff to facilitate grant application process
- Draft grant proposals and maintain a grant tracking system, including award letters

Knowledge, Skills and Abilities

- Commitment to AWFH's mission, goals and objectives
- The ability to work independently and contribute as part of a larger team.
- Exceptional writing, editing, proofreading and oral communication skills.
- Excellent attention to detail.
- Extensive knowledge of fundraising strategies and principles, including building relationships with foundations, individual and major donors, corporations, and other sources.
- Experience with donor databases, including managing and tracking donor contributions and organizing gathered data.
- Desire to work as part of a team in a culturally diverse organization, including building relationships across lines based on race, class, gender, sexual orientation, age, and ability.
- Demonstrated understanding of, and ability to communicate about, complex or controversial issues, with accountability and deference to those most impacted by those issues.
- Experience in the production of print and electronic publications, including knowledge of desktop publishing, social media, website authoring, video and narrative strategy.
- Demonstrated ability to manage multiple daily, weekly, monthly and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- Ability to deliver quality products on tight deadlines.

Qualifications:

- Proficiency with Microsoft Office (or similar) applications and social media platforms
- Five years of experience in the field of communications and development (may be a combination of paid and unpaid).

Compensation: The annual salary will be \$52,000 - \$55,000.

To Apply: Send a resume and cover letter to Chien-Chi Huang, cch@asianwomenforhealth.org, with the subject line "Communications and Development Manager." In your cover letter *please specifically address* why you are interested in this position, what you find compelling about our work, and why your skills are a match. No phone calls please. Position open until filled.

AWFH is an Equal Opportunity Employer. Women, BIPOC people, immigrants, LGBTQ and gender nonconforming individuals are strongly encouraged to apply.