**Development and Communications Manager**

Location: 3101 Tyson Ave, Phila, PA 19149

About Us: Feast of Justice is a charitable, faith-based nonprofit organization whose mission is addressing hunger, meeting needs, and inspiring hope as we work toward abundant justice in Northeast Philadelphia and beyond.  Our primary location for 16 years has been in Mayfair, but we have recently partnered with several other local agencies to create the Northeast Services Hub–a conglomerate site to provide extended, wraparound services to our community—in Oxford Circle, opened in April 2023.

Position Description: This role will champion development, communication, and fundraising efforts for the organization, reporting directly into the Executive Director. The Development and Communications Manager will serve as the point person for external partners including individual donors, corporate and community agencies, and prospective partners. This employee will work with leadership to implement development strategy, plan fundraising activities, and to support the strategic messaging for the organization. As part of the Leadership Team, this employee will also rotate through management and participation in direct service activities.

This position requires a person who is responsible, highly motivated, self-disciplined, and a self-starter. The ideal candidate for this job is creative, organized, external-facing, and a fantastic communicator.

Job Duties:

* Oversees the management of the donor database.
* Identifies new corporate and private funding sources and helps to represent the organization in meetings with potential partners.
* Works with the Executive Director to maintain close working relationships with funders.
* Participates in grant writing, management, and reporting for family foundations and government grants.
* Performs marketing research within our geographic area to better identify opportunities for growth.
* Creates content and participates in the management of social media channels.
* Designs and develops electronic and printed mailers, newsletters, emails for donors, guests, partners, and for specific campaigns.
* Maintains and develops the website.
* Helps to create an annual fundraising plan. Evaluates and reports on the scope and effectiveness of the plan and specific development efforts on a regular basis.
* Participates in weekly senior leadership team discussions and collaborates in organizational goal setting.

Benefits:

* Flexible scheduling; up to 25% time remote
* Unlimited sick time
* 11 paid federal holidays, additional paid closures, 2 weeks personal leave
* $1500 annual health expense benefit for those who qualify
* Education benefits after one year

Reports to: Feast of Justice Executive Director

Salary Range: $42000-$48000

To apply, submit a resume to the Hiring Manager at [hiring@feastofjustice.org](about:blank), along with a list of 2 professional references.  The position will be filled as soon as the ideal individual is identified.

Feast of Justice is an Equal Opportunity Employer.

**Requirements:**

* Experience in development and fundraising.
* Commitment to the mission and vision of Feast of Justice
* Experience working with underserved and low-income populations.
* Demonstrates understanding of diversity and cultural issues.
* Multi-lingual skills are preferred.
* Experience with video editing and Meta Business suite preferred.
* Ability to work strategically and tactically.
* Project management skills.
* Experience in conceptualizing, writing, and editing grant proposals is preferred.
* Superior communication skills: oral, written, proofreading, and presentation.
* Superior interpersonal skills with an ability to relate to broadly diverse audiences.
* Superior organizational skills: ability to set priorities and work on multiple projects simultaneously.
* Experience working with volunteers.
* Ability to work collaboratively as well as independently.
* Basic computer skills are required, with preferred experience with Google suite, scheduling, and CRM software.
* Ability to travel to and from meetings with potential donors in the local area