



JOB DESCRIPTION

Director of Communications & Development

Community Law in Action (CLIA) develops young people to be leaders by connecting them to opportunities to amplify their voices, cultivate their skills, and actively participate in the process of positive community change.

Position Description: The Director of Communications & Development is responsible for overseeing the creation and implementation of marketing communications strategies encompassing message development, production of digital and print collateral, social media, email marketing, media engagement, and public relations. S/he will also work closely with the Executive Director to create and implement the organization's annual fundraising strategy. **As a senior member of the staff, this position will function in part as a deputy to the executive director, filling in from time-to-time as needed and serving as a thought partner on strategic issues.** This will involve: 1/ developing grant proposal templates that align with the organization's program strategy and messaging, 2/ managing a grant reporting schedule and assisting with the development and submission of grant reports, and 3/ cultivating, soliciting and tracking new and current donors.

Major Responsibilities

- As a senior member of the staff, this position will function in part as a deputy to the executive director, filling in from time-to-time as needed and serving as a thought partner on strategic issues.
- Develop and lead the implementation of a strategic marketing communications plan to support fundraising and program development and overall awareness of CLIA's work.
- Serve as the chief advocate of CLIA's brand identity and oversee the internal and external use of brand assets.
- Serve as the creative director and executive editor, overseeing the development and production of all communications content and materials, and providing quality control for all products. These include but are not limited to CLIA's website, social media, videos, marketing materials, e-newsletter, public presentations by staff (i.e., talking points, speeches, and PowerPoint presentations), grant templates, fund solicitations, and acknowledgements.
- Manage graphic design and print production vendors. Negotiate agreements, approve invoices, and maintain vendor relationships.
- Establish and report on measures of impact and evaluation for marketing communications efforts.
- Serve as lead on interactions with the media.
- Develop grant proposal templates that align with CLIA's program strategy and messaging.

- Manage grant reporting schedule. Assist with the writing and submission of grant reports.
- Assist the Executive Director with cultivating and soliciting new individual donors and foundations.
- Manage donor tracking and acknowledgement processes.

Qualifications:

- Bachelor's degree or professional experience equivalent
- 3-5 years communications and development experience
- Proficiency with Microsoft Office Suite, Adobe Creative Suite and Google Suite
- Proficiency with Google analytics preferred
- Demonstrated understanding of the principles of effective visual design
- Experience in web development and social media campaign design and management
- Experience writing successful fundraising appeals and donor cultivation materials
- Demonstrated skill and comfort in proactively building relationships with diverse audiences, including donors, public officials, coalition partners, community leaders, and members of the media
- Excellent writing, speaking and analytics skills
- Ability to meet tight deadlines and balance multiple priorities
- Ability to work collaboratively with diverse communities and individuals
- Demonstrated commitment to the values of CLIA
- Ability to contribute to an organizational culture of high performance, collaboration, continuous improvement, and commitment to quality and impact

Salary for this position is \$65,000 - \$70,000. Position is eligible for health benefits, parking, and a generous annual leave package.

If you are interested in applying for this position, please send a cover letter, resume and salary requirements to:

Corryne Deliberto
Executive Director
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Baltimore, MD 21201
corryne@cliyouth.org
fax - 410-706-0041

NO PHONE CALLS PLEASE.
INCOMPLETE APPLICATION MATERIALS WILL NOT BE CONSIDERED.

CLIA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.