

Interim Communications and Development Manager

Posted September 2014

Position Title: Interim Communications and Development Manager

Start Date: Immediate

Hours: 20 hours per week (on average)

Duration: Through January 2015

Location: Pacific Institute office, Oakland, CA

Salary: Commensurate with Experience

Job Description

The Pacific Institute is seeking an Interim Communications and Development Manager to oversee the organization's communications and fundraising efforts. This is a part-time position (averaging 20 hours per week) and will run through January 2015.

Founded in 1987 and based in Oakland, California, the Pacific Institute works to develop solutions to the related challenges around environmental protection, economic development, and human well-being from the local to the international levels. Since its inception, the Institute has aimed to generate fundamental change in how threats to sustainability are perceived and solved. We use science, economics, and practical public policy tools to analyze risks and identify solutions to global and local water challenges. The 3E's of sustainability—environment, economy, and equity—provide guidance and balance to our efforts.

Position Description

The Institute seeks an experienced communications and development professional to oversee our communications, outreach, and fundraising initiatives. S/he will manage the release and promotion of Institute products, produce outreach/marketing materials for use at events and meetings, develop and write the Institute's Fall and end-of-year donor fundraising appeals, and oversee media outreach campaigns. In addition, s/he will manage the work of a Communications Associate, who is primarily responsible for social media, website, and other online communications. The position is open until filled, with an expectation that the successful candidate will be able to start within the next few weeks.

Responsibilities

Fundraising

- In cooperation with Institute management, implement/modify major donor fundraising outreach strategy, participate in Board/staff strategic fundraising committee.
- Update and produce outreach and donor kits for Fall 2014 events and meetings.

- Design, write and implement the Fall and end-of-year fundraising appeals.
- Assist in planning a series of modest donor fundraising events.

Outreach

- Monitor and manage relationships with contractors to produce and design Institute reports.
- Write and distribute press releases for outreach campaigns, pitch emails, maintain and grow media contact database, act as the primary media liaison, and oversee responses to requests from the general public.

General

- Manage Communications Associate: Coordinate the work of the department and undertake the necessary monitoring and evaluation activities of the Communications department.
- Copy edit and proofread the Institute's blogs, press materials, and other items as needed.
- Upon completion of tenure, produce a diagnostic assessment of key fundraising and communications functions and processes.

Qualifications

- Minimum of 5 years of experience in fundraising and communications in a non-profit context.
- First-hand experience writing, editing, and designing fundraising appeals and collateral for individual donors.
- Experience managing staff and establishing departmental priorities.
- Detailed understanding of social media, web and print design.
- Donor event planning skills.
- Experience with media relations, including press release writing.
- Excellent written and interpersonal communications skills.
- Professional background or interest in the Institute's sustainability areas of focus.

How to Apply

This is an immediate need at the Institute. Please send letter of interest, resume, and appropriate writing sample to: jobs@pacinst.org. More information about Pacific Institute can be found on our website: www.pacinst.org.

No telephone calls, please. Pacific Institute is an equal opportunity employer. All qualified candidates of any gender, race, and ethnicity are encouraged to apply. All candidates will be evaluated on a merit basis.