



ANGELIC ORGANICS LEARNING CENTER JOB DESCRIPTION

POSITION TITLE: Communications & Development Manager

REPORTS TO: Director of Resource Development

DEPARTMENT: Resource Development

POSITION STATUS: Full-Time, \$38,000-\$40,000/yr commensurate with experience

FLSA STATUS: Exempt

JOB SUMMARY

Communications & Development Manager is a new role on the dynamic Angelic Organics Learning Center team and will be responsible for planning and organizing external communications for earned income activities and fundraising. This position will work with the team to create and implement a comprehensive communications plan that includes strategies for: maximizing sources of earned and contributed income; effectively promoting the organizations events and programs; and enhancing its profile with local and regional audiences.

The *Communications & Development Manager* works closely with the Director of Resource Development in development and communication endeavors and will collaborate with Learning Center staff, interns, and consultants to effectively communicate the work. The position can be mostly remote, if desired, or can work out of the offices in Caledonia or Chicago. The ability to be present at various locations throughout northern Illinois and southern Wisconsin throughout the year is required.

ESSENTIAL JOB FUNCTIONS

Communications

- Work with team to collect, organize and share compelling stories in a variety of mediums
- Work with team to maintain communications calendar and create content for website, social media, and mass emails
- Lead initial drafting and design of all external communications and collateral including press releases and annual report
- Research and pursue new marketing and communication channels that support our various programs and income streams
- Manage relationships with media to effectively disseminate Learning Center stories
- Ensure the Learning Center is represented at community events

Development

- Assist in donor management and understanding audience segments
- Work with Director to steward meaningful and consistent donor engagement to assure positive donor relations
- Coordinate events that raise funds and promote the Learning Center in the community
- Work towards community centric fundraising at the Learning Center

The ideal candidate has strong interpersonal skills and is a self-starter, quick learner and an accountable team collaborator. They will also be enthusiastic about creating equitable and sustainable regional food systems and passionate about story-telling. At least 5 years experience in resource development, communications, or marketing. Must be proficient in



Google Suite, Adobe Suites/InDesign, and various social media platforms. Bilingual is preferred (English/Spanish).

Other Requirements:

- Valid driver's license with no outstanding violations
- Able to drive a full size van (automatic transmission)
- Able to work weekday evenings and weekends for special events

To apply, submit contact information, cover letter, resume, a sample of your graphic design/marketing work, and three references to the [Application Form](#). Application without all four pieces will not be considered. Please no phone calls.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at the organization's discretion.