



**Associate
Communication & Development**

Job Description

Apply: sdsvp.org/careers

Organization

If you want to play a central role in increasing the impact of nonprofits across the San Diego region, consider applying to [San Diego Social Venture Partners](https://sdsvp.org) (SVP). SVP has a 23-year legacy of nurturing the social impact landscape in San Diego. We provide customized, hands-on, pro bono consulting to nonprofits with teams of our volunteer consultants, called “Partners.” We recruit, train, inspire and support teams of these professionals who volunteer their time to work in partnership with nonprofit leaders. Together, we build stronger nonprofit organizations that will be more effective at addressing the community’s most pressing issues. Learn more about the work of our teams [here](#).

In this role, you will have a core role in ramping up our efforts and increasing the sustainability and effectiveness of the San Diego nonprofit sector.

Opportunity

Reporting to the Chief Executive Officer, you will join a small and dynamic staff in a fast-growing organization. This is a new position at SVP, so you will have the opportunity to build and drive our communication strategy. You will collaborate with other team members to design, plan, and implement SVP’s internal and external communication to reach our core audiences – Partners, nonprofits, and other supporters.

You will lead writing, production, and editing for communication and outreach tools including digital, print, and in-person interactions. You will also play a key role in working with consultants and other stakeholders on a rebranding initiative within the first 18 months.

As the lead on our communication initiatives, you will be integrally involved in expanding our funding base from primarily Partner membership donations to include multiple funding streams.

This is an opportunity to get in at the ground level of a fast-growing organization in San Diego, with a highly unique value proposition to advance organizational strength of the



nonprofit sector. As an established yet growing organization, SVP offers long-term career opportunities. You will gain first-hand experience working in a highly efficient and effective nonprofit organization and in best practices for consulting.

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Responsibilities

Communication:

- Collaboratively oversee SVP's communication strategy.
- Manage communication calendar in coordination with the team including mapping topics, audiences, messaging and platforms to ensure consistency and optimal pacing of communication.
- Manage SVP's brand identity and ensure consistent messaging across all platforms and communications.
- Develop written content and accompanying graphics and collateral to tell our story of impact internally and externally to target audiences including articles, presentations, social media posts, blog posts, website text, videos, email communication, newsletters, and press releases.
- Support our rebranding initiative by coordinating with external consultants and graphic designers. Once rebranding is in place, coordinate rollout of new branding throughout our materials including the website, slide decks, email templates, etc.
- Maintain and update our website including posting new blogs and events; created new website content such as new pages, sections and graphics; improve website functionality and identify a website consultant for as-needed support.
- Design and manage slide presentations in Canva including maintaining graphic consistency in line with our brand, creating graphics, and ensuring visual integrity.
- Oversee the organization's social media platforms, track social media trends, and create content relevant to our target audiences and consistent with our brand messages and organizational values.
- Create graphic elements and materials using Canva and other design platforms.
- Manage our Asset Library, ensuring that photos and graphic elements are categorized, tracked, and easy to find.
- Coordinate with videographer to create a set of short videos describing SVP.



Development:

- Work closely with the CEO and members of the board of directors to create and implement fundraising campaigns and initiatives including an individual donor campaign.
- Develop membership renewal materials and coordinate with the Business Administrator to process, track and follow-up on renewal requests.
- Support the CEO to develop and implement initiatives to create a positive donor experience that supports acquisition and retention strategies.
- Support donor communications and stewardship initiatives; collaboratively develop and implement engagement strategies including email/mail outreach, meetings, and small group activities that are aligned to our brand and donor interests with the goal of deepening their engagement and support.
- Maintain up-to-date and accurate database records for donors and grantors recording all interactions including detailed meeting reports.
- Develop and maintain a master development calendar with deadlines for proposals, reports, events, appeals and other major development initiatives.
- Work with the CEO to identify a small number of high-fit, high-yield grant opportunities and support the application processes.
- Create standard copy used for grant applications and adapt as necessary for certain grantors.

Other duties as necessary to support the overall function of our small staff.

Core Values

Social Venture Partners is a values-driven organization, so how a member of our team achieves results is important. The following are essential:

- *Community* – Believes in the importance of authentic and strong relationships.
- *Continuous learning* – Full of energy for the things he/she sees as challenging and is never done adding to their knowledge and perspective.
- *Trustworthy* - Can be relied upon to respect the interests of others.
- *Personal Accountability* – Backs up words with action, finishes what they start.
- *Excellence* – Inspires themselves and others to stretch. Acts with integrity and produces high quality work
- *Collaborative* - Balances assertiveness and cooperation to achieve win-win solutions.



Competencies and Skills

- Appreciates the big picture but pays attention to the details; Manages projects fluidly, prioritizes, ensures design accuracy and quality, tracks timelines data and information in an organized and systematic function
- Strong writer capable of adapting to various audiences, tones and formats
- Excellent graphic sense and understanding of design principles
- Understands the functions of a business or nonprofit organization
- Has strong relationship management and communication skills
- Has outstanding project management skills; excellent at planning, prioritizing, and organizing; detail oriented
- Can orchestrate multiple activities at once to reach a goal; uses resources effectively and efficiently, knows how to organize people and activities; works proactively with limited direction
- Creative problem solver; thinks strategically and creatively; quickly finds common ground and solve problems for the good of all
- Collaborative; thrives on a small team, enjoys collaboration and cooperation
- Flexible; enjoys the challenge of unfamiliar tasks; shifts gears comfortably; decides and act without having the total picture; can handle uncertainty and ambiguity
- Willing to “roll up the sleeves” and work at a level of detail appropriate to the size of the organization
- Has a sense of humor

Qualifications

- B.A. required, preferably in journalism, communication or a related field
- Advanced degree appreciated but not required
- At least three years of professional experience designing and implementing communications and outreach campaigns or in fund development
- Familiarity with emerging trends in communications and social marketing
- Proficiency or inclination to learn to use website editing platforms (currently WIX), Canva, and email marketing software (currently Campaign Monitor)



Hours, Work Environment and Benefits

- Full-time, non-exempt position
- Salary range between \$65,000 and \$75,000 annually
- Hybrid work environment; flexible hours policy in place; typically the in office two days per week a minimum at our office in Old Town
- Benefits include health insurance, 15 days of vacation (increasing to 20 days after two years) plus 10 paid holidays, sick leave
- Professional development opportunities
- Opportunity for broad and impactful work experience in a social impact organization
- Potential to represent the organization in community forums
- Occasional evening meetings/special events required

To Apply

Please submit the following materials electronically through the link provided below:

- A one-page cover letter that explains your background and interest in the position
- A resume

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SDSVP is an Equal Opportunity employer. Personnel are chosen based on ability without regard to gender, race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state laws.