

## Senior Communications and Development Manager

\$65,000-75,000

### Who We Are

Project VOYCE (Voices of Youth Creating Equity) partners with youth to develop transformative youth leaders who are engaged equitably in their own development and the development of their communities. We envision a world where Black, Indigenous, and young people of color in the Denver Metro Area are equitable partners in achieving collective healing and liberation. [Get to know us.](#)

### Position Summary

The Senior Communications and Development Manager, reporting to the Chief Operating Officer, will drive the organization's communication and resource development strategies. Responsible for managing branding, external communications, and crafting collaborative fundraising strategies, this role works closely with staff and oversees a Resource Development Intern.

### Role Expectations

The Senior Communications and Development Manager plays a crucial role in unifying the organization's messaging and funding efforts, ensuring strategic alignment and impactful outreach:

#### Departmental Infrastructure:

- Strategic Planning: Set annual communications and resource development objectives that support the organization's mission and ensure alignment across departments
- Establish Policies & Standards of Operation: Create and uphold uniform quality and consistency standards for communications and fundraising, including budget planning and allocation.

#### Content Creation and Brand Management:

- Digital Storytelling & Media Relations: Craft and share stories on communication platforms; engage stakeholders and develop media relations to raise awareness about the organization.
- CRM Database: Leverage NeonCRM for targeted communication efforts and as a central hub for managing outreach and funding activities.
- Content Planning & Scheduling: Implement content calendars for systematic publishing across digital platforms, focusing on social media, newsletter, and email communications to keep stakeholders informed and engaged.
- Content Collection & Design: Utilize design tools and available resources to capture and share stories and generate engaging digital and print content that supports the organization's mission and messaging.
- Narrative and Messaging: Ensure a unified and compelling narrative across all communication mediums, including proofreading and editing materials and ensuring all websites and platforms have current information to maintain accuracy and consistency.

#### Resource Development:

- Grant Management: Oversee the full lifecycle of grants, from identifying and applying for new opportunities to crafting compelling proposals, tracking deadlines, and providing impactful reports to funders.
- Individual & Major Donors: Cultivate and steward donor relationships through strategic initiatives and targeted campaigns to enhance donor satisfaction and secure significant gifts and sponsorships.

- **Event Management:** Organize fundraising events in partnership with staff and board members, including annual events and silent auction to foster community engagement and boost financial support.

### **Who & What We Are Looking For**

Project VOYCE seeks a Senior Communications and Development Manager passionate about elevating youth voice and leadership and a solid nonprofit communications and fundraising background to engage stakeholders effectively and secure sustainable values-aligned funding.

**Project Management and Problem-Solving:** Possessing superior project management skills, the candidate must excel in organizing, planning, and executing projects and be adept at adapting strategies to meet evolving needs and ensuring successful outcomes.

**Self-Starter and Storyteller:** Ability to work independently and collaboratively, proficient in creating compelling narratives that resonate with various audiences.

**Educational Background and Experience:** Requires a minimum of a Bachelor's (BA) degree in a relevant field and at least 5 years in communications, marketing, and/or fundraising roles. Applicants should have a demonstrated history of successfully implementing mission-driven communication and fundraising strategies.

**Digital Proficiency and Brand Management:** Skilled in using digital tools and platforms for effective brand management and fundraising. Experience in social media, NeonCRM, Adobe Creative Suite, or Canva is highly valued.

**Equity and Inclusion:** The ideal applicant will champion empathy and integrity and have an awareness of healing justice, anti-racist practices, youth-driven approaches, and other liberatory frameworks.

### **Position Details, Compensation & Benefits**

This is a full-time, exempt role offering a salary range of \$65,000 to \$75,000 under the supervision of the Chief Operating Officer. This position is eligible to participate in benefits made generally available to employees on the same terms and under the same conditions of eligibility, including but not limited to generous paid time off, 100% medical, dental, and vision insurance, and professional learning development opportunities. Project VOYCE employs a hybrid work model emphasizing health and well-being in virtual and in-person working locations.

### **How to apply**

To be considered for this position, please send a cover letter and resume to [team@projectvoyce.org](mailto:team@projectvoyce.org). Please include where you heard about this position in your cover letter. The position has an application deadline of **May 15th**, and applicants are encouraged to submit by this date to ensure their consideration.

### **EEOC**

Project VOYCE encourages candidates with diverse backgrounds and experiences to apply as we are an equal-opportunity employer that values workplace diversity. Project VOYCE strives to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives. Project VOYCE does not privilege education, experience, certifications, and other institutionally constructed measurables for qualifications and practices an equitable and collaborative approach to determining the best candidate for any position. Project VOYCE prohibits discrimination of employees or applicants based on race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.