



Development and Communications Associate

Job Description

ONE Archives Foundation is hiring a full-time Development and Communications Associate. Reporting to the Executive Director and the Director of Content Strategy, the Development and Communications Associate helps ONE Archives Foundation (OAF) improve the visibility and outreach of OAF's programming and fundraising, implements marketing strategy and donor communications, and maintains donor database.

Working with the Executive Director, the Development and Communications Associate will be responsible for maintaining the donor and grant databases, including data and gift entry (Bloomerang, Mailchimp, Airtable, CauseVox, and Eventbrite), writing donor correspondence, updating electronic and paper files, processing donor mailings, assisting with special events, grant research, supporting donor relations, and proofreading of executive communications.

Working with the Director of Content Strategy, the Development and Communications Associate coordinates and creates outgoing communications and marketing content related to our programs and LGBTQ+ history. This includes social media, email marketing, press releases, organizational website, online news curation, copywriting for fundraising campaign, online exhibits/collections, podcasts, and on occasion, grant reports. The Development and Communications Associate coordinates the release of organizational and project content through the OAF's website, social media, and email lists to reach OAF's key constituents and audiences.

Key duties and responsibilities (time allocation may fluctuate depending on projects and time of year):

DEVELOPMENT (50% of position time)

Database & Gift Entry (25%)

- Updating, adding, deleting, and maintaining donor and prospect constituent records in all databases; creates database records for campaigns, funds, and appeals
- Performs periodical database clean-up projects to improve data integrity
- Responsible for gift entry process, including coding and tracking gifts, managing the donor acknowledgement process (drafting letters, generating letters, getting letters signed, scanning letters, and mailing letters), managing monthly and membership donors' records, monthly reconciliation with bookkeeper.
- Monitors and tracks online transactions through Wordpress, Stripe, and Causevox (sign-ups, record updates, donations, and event registrations) ensuring duplicate records are merged.
- Assists with direct marketing campaigns including pulling reports and mailing lists, managing mail merges, working with the printer, and managing e-appeals.

- Assist with creation of reports and donor lists for mailings
- Manage all donation-related paperwork and maintain an organized filing system for financial reconciliation and annual audit.

Donor Relations (10%)

- Responds to phone and email inquiries regarding donations and event registrations, as well as any and all inquiries via the general organizational email account.
- Monitors organizational profile on websites such as Charity Navigator and Guidestar.

Special Events (5%)

- Assists with the planning of special events including: create invitations (electronic and paper), set up event registration (online and in-person), maintain invite lists and guest lists, keep track of gifts designated for special events and ensure acknowledgements are customized for events, assist with event set-up and break-down, assist with coordination of virtual events, as well as provide virtual event support as needed.

Grants (8%)

- Support the Executive Director with grant research via the Foundation Center, organize grant files, keep track of proposal and reporting deadlines, enter grant information into database

Development Support (2%)

- Assist the Executive Director and Bookkeeper with preparing reports for the Board
- Attends meetings with the Development Advisory Committee of the Board

COMMUNICATIONS (50% of position time)

Marketing (15%)

- Draft marketing and media materials to engage and expand audiences, educate the public on LGBTQ history, and promote OAF's programming, activities, events, and merchandise. in coordination with the Director of Content Strategy
- Develop publicly accessible content that features and promotes the works of artists, teachers, youth participants, and research fellows who have worked with the collection at ONE Archives at the USC Libraries and/or presented works via OAF's Exhibition and Education programs and initiatives.
- Proofread all communications including marketing copies, executive communications, grant proposals and reports.

Social Media and Digital Communications (25%)

- Curate, maintain, and develop content for OAF's social media channels, website, emails, and news curation list. Content management spans from idea generation through final posting, including researching, drafting and editing copy, ensuring quality control of all elements and pages, and proactively recommending and implementing improvements.
- Implement communications and visual / graphic design to ensure accessibility and brand cohesion, based on OAF's style guide and guidance from Director of Content Strategy
- Contribute to the analysis of effectiveness of digital and social media campaigns and implement data-informed insights to assure continued impact and success of OAF's digital media and content strategy
- Support digital outreach efforts to cultivate and expand audiences, influencers, and supporters/donors.

Press Work and Relations (10%)

- Draft press releases, create press kits, and coordinate editorial process. Write copies for image captions and citations. Create press outreach emails.
- Identify and develop relationships with potential media partners and press contacts. Plan and implement online advocacy and cross-promotions with partners and collaborators.
- Maintain press database and update information related to press contacts and press mentions.

OTHER DUTIES AS ASSIGNED

Qualifications

- Minimum Bachelor's degree or equivalent work experience
- Minimum three to five years' work experience preferred
- Alignment with ONE Archives Foundation's organizational values
- Demonstrated commitment to LGBTQ+, social, racial, or gender justice
- Experience with social media content work on Facebook, Twitter, and Instagram; and experience with managing organizational accounts is desirable
- Excellent analytical, written, verbal communications, problem-solving, & computer skills
- Proactive, motivated self-starter who thrives in a team setting
- Able to work cross-functionally with various teams to meet department goals
- Ability to build deep and genuine relationships with various stakeholders, and a comfort level with a wide variety of philanthropic sectors
- Positive attitude, curiosity, and flexibility
- Outstanding organizational and time management skills, and the ability to manage multiple projects simultaneously, with attention to detail.

Must Be Able To

- Communicate verbally in English; and write and read well in English
- Type, and use or learn to use commonly used software and to use a computer
- Do simple mathematics
- Use or learn to use Excel or other spreadsheet programs such as Airtable; and record data and read data in databases

- Work well in teams and communicate effectively with other individuals
- Communicate with community members including donors, artists, researchers, and students in a warm and positive manner
- Sit and/or stand for long periods of time
- Lift weight up to 20 pounds
- Carry on appropriate conversations, participate attentively in meetings and trainings, and develop productive professional relationships
- Perform a variety of duties even with distractions or interruptions, and adjust priorities quickly
- Be vaccinated against diseases including COVID as recommended by medical professionals

Must Be

- Committed to justice and have an interest in LGBTQ+ history, arts, and culture
- Flexible in time and mind: there will be weekly evening commitments and work required during the weekend
- Organized and detail oriented; excellent time management skills and ability to prioritize work, strong capacity for independent and collaborative problem solving

Preferred Qualifications

- Experience with digital communications and content platforms, including Wordpress, Hootsuite, donor database management (ex. Bloomerang), email marketing applications such as Mailchimp
- Experience with graphic design and familiarity with tools such as Canva or Adobe Suite
- Project management experience
- Virtual and live event experience, including events via Zoom, and experience with ticketing/event platforms such as Eventbrite

Benefits & Compensation

This is a non-exempt, salaried position. We strive to maintain a forty-hour work week and a sustainable work/life balance; however, some evenings and weekends may be required.

We offer a competitive benefits package and salary (based on experience). The salary range is \$40,000 - \$45,000 annually.

The position is currently remote with some in-person activities required but is subject to change. Work must be performed in or near Los Angeles, CA.

Application Requirements

Cover letter, resumé, and list of 3 references. Upload applications to <https://airtable.com/shrWNyey8QjZlyb8a> no later than Monday June 27, 2021, 5pm PT

Questions or Inquiries

Please direct your questions or inquiries to Jennifer C. Gregg, Executive Director at humanresources@onearchives.org