

Irish International Immigrant Center Manager of Foundations and Communications

Job Title: Manager of Foundations and Communications
Reports to: Director of Development
Status: Full-time

About the IIIC

The Irish International Immigrant Center empowers immigrants and refugees from more than 120 countries by providing the legal, wellness and educational support they need to build successful lives. Building on our Irish roots of welcoming others and social justice, we help newcomers find community; and stand up for immigration policies that are humane and just. America is a nation of immigrants, and despite the current political climate, we are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all.

Summary

The Manager of Foundations and Communications implements grant writing activities with oversight of the Director of Development, producing high quality grant applications, ensuring proposals are submitted on time and reporting on current programs. S/he will oversee the center's communications program, including social media maintenance, production of marketing materials, ensuring consistent messaging and branding, website support and supervising communications interns. We are looking for a highly organized and detail-oriented candidate with project management ability, a talent for writing and storytelling, and strong interpersonal skills.

Primary Responsibilities

Foundation Relations

Manage the organization's fundraising activities related to institutional donors, including:

- Preparing and submitting successful grant proposals and follow-up reporting
- Maintaining a master calendar of grant deadlines (submissions and reporting) and our donor databases
- Working with program staff to ensure the collection of accurate, meaningful program data that meets the needs and interests of funders
- Participating in departmental and agency-wide meetings, planning activities, and events
- Performing other duties as directed or as necessary

Communications

Oversee and implement the center's communications program, including:

- Maintain the IIIC's social media presence via Facebook, Twitter, Instagram and LinkedIn
- Produce digital newsletter and collaborate with Executive Director on weekly blog
- Oversee production of marketing materials
- Supervise communications interns
- Ensure proper messaging and branding throughout the organization
- Support website maintenance alongside the Deputy Director

The IIIC is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified. For more information on the Irish International Immigrant Center please see www.iiicenter.org.

Qualifications:

- Strong written communication skills including proofreading and editing
- At least 1-3 years of experience working with grant proposals and reporting
- At least 1 year of experience with communications, marketing, or public relations
- Experience with communications tools or software such as WordPress and GetResponse
- Proficiency with social media platforms, Microsoft Suite and Google Applications
- Commitment to the overall mission and values of the IIC
- Very high attention to detail and strong organizational skills
- Experience providing oversight for interns and volunteers (strongly preferred)
- Ability to work independently, take initiative, problem solve and project manage

Working at the IIC

Our staff of thirty bring enthusiasm and a commitment to our mission and to the work they do at the Center. Our generous benefits package that includes health coverage, 20 vacation days, 14 holidays, and 5 sick days, 12 weeks paid family leave and a matching 3% 403b contribution.

How to Apply

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Please send a cover letter and resume to career@iicenter.org. For more information on the Irish International Immigrant Center please visit our website at www.iicenter.org.