

# ***THE ASSOCIATION***

## **FOR COMMUNITY LIVING**

*Creating Opportunities, Building Relationships, Improving Lives For Children And Adults With Developmental Disabilities Since 1952*

One Carando Drive, Suite 2, Springfield, MA 01104 \* (800) 536-2910 \* [www.theassn.org](http://www.theassn.org)

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### **JOB POSTING – ADMINISTRATION DIVISION**

#### **Position Opening – Development and External Communications Manager, Part-time (20 hours)**

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The Development and External Communications Department of The Association For Community Living is recruiting for a Development and External Communications Manager.

**Position Title:** Development and External Communications Manager, Part-time (20 hours)

**Grade:** 12 exempt

**Schedule:** Monday – Friday (requires flexibility)

**Summary of Position:** Responsible for the development and management of the agency's fund development and grant procurement programs, and the management of the agency's communications and marketing strategies. Responsible for managing and actively participating in a wide array of duties including: fundraising; communications, public relations and marketing; researching and profiling; cultivation and stewardship; obtaining grants; ensuring uniform identity/branding of organization; and other similar duties necessary to the agency-wide functions of the Development and External Communications Department that ensure meeting The Association For Community Living's financial, marketing and image goals.

**Supervision Received:** Supervision Received: Reports to the Director of Development and External Communications

#### **Qualifications:**

1. Bachelor's degree or equivalent required. Broad knowledge of a discipline such as marketing, business, communications, public relations and over 5 years of directly related experience including fund development, communications, marketing, and project management. Requires valid driver's license and reliable transportation / vehicle.
2. Requires proficiency in MS Office applications, websites, Adobe, Sage or other fundraising data bases required. Knowledge and experience with Face Book and other social media, Photoshop, QR Codes, Prezi, mobile marketing, and mobile fundraising are desired and grant writing experience preferred.
3. Requires the proven ability to plan, develop and implement fund development programs and communications projects where analysis, forecasting and problem solving are critical.
4. Requires attention to detail and accuracy, problem solving, initiative, and critical thinking in determining best action within accepted practices.
5. Requires the ability to interact with contacts inside and outside the department and agency carrying out fundraising programs' and communications projects' objectives and influencing others where improper handling will have marked effect on results or operations. Professionally represent the agency.
6. Requires the ability to operate with absolute integrity, demonstrating confidentiality, ethics and trust. Must be able to work with confidential data such as donor and key target profiles and financial information which, if disclosed, inadvertently could have detrimental effect on The Association's fundraising efforts and image.
7. Requires the ability to effectively work in a team environment, proven ability to manage multiple projects simultaneously and to adapt to new and unexpected challenges, and ability to prioritize tasks, implement and track projects, set goals and effectively manage time.
8. Strong written and verbal communication skills with the ability to effectively interact with and present to diverse groups and the ability to read, write and communicate in English are required.

**Starting Salary Range:** \$17,834 - \$19,304 per year at 20 hrs/wk

**Application Deadline:** Reviews will begin immediately and continue until position is filled.

#### **APPLY IN WRITING TO:**

The Association For Community Living  
Development and External Communications Manager Search  
One Carando Drive, Suite 2, Springfield, MA 01104-321  
Fax (413) 732-1168 or Email [Job-Dev@theassn.org](mailto:Job-Dev@theassn.org)

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The agency application is available on our web site at [www.theassn.org](http://www.theassn.org), job opportunities.

The Association For Community Living has demonstrated a commitment to issues of diversity.

We welcome all applicants.

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