

## **Communications & Development Manager**

### **About the employer: California Farm Labor Contractor Association**

The California Farm Labor Contractor Association was founded in 2009. With a wide range of programs, CFLCA assists our members in employment practices that go above and beyond regulatory compliance. Our members are committed to providing safe, healthy, and respectful places of employment. CFLCA benefits farm labor contractors and their management of their agricultural workforce in three primary program areas – education, advocacy, and service. CFLCA's goals are to help establish compliance and best practices to promote safety, respect, and economic opportunity.

### **Job Summary:**

Reporting to the Executive Director, the Communications & Development Manager coordinates marketing and communication activities and is responsible for maintaining consistent and accurate external messaging, branding and timely communications. This includes but is not limited to the general email account, website, all printed material and social media platforms.

The Communications & Development Manager assists the Executive Director and supports the Board of Directors in all aspects of CFLCA's fundraising activities, working in a supportive role, while continuing to build a development program. They assist in building relationships with and stewarding members, donors, and industry partners. Provides general administrative support as needed. Accurately maintains the membership list, assists with grant writing, grant research and a wide range of events.

### **Responsibilities:**

#### **Communications:**

- Write, design, edit, coordinate and publish all newsletters and email blasts
- Copy edit program marketing materials and online content
- Update website accurately and regularly for appropriate content
- Help plan, coordinate, and host educational events
- Help troubleshoot website and seek appropriate support as needed
- Manage and develop content for CFLCA's social media presence, managing regular postings and social engagement
- Oversee class and event promotion through outside print advertisement, paid publications, free calendars and social media platforms
- Responsible for accurate and comprehensive branding on external publicity and products
- Help create registration pages
- Oversee registration and manage process
- Write articles for outside publications as needed

**Development:**

- Support grant writing and research in coordination with the Executive Director
- Assist with efforts to establish relationships with individual donors and foundations
- Oversee timely acknowledgements and thank you letters
- Manage membership renewal process
- Maintain and regularly update membership database with relevant information
- Develop, maintain, and update Donor and Sponsor relationships and databases
- Attend all special events and assist with logistics

**Administrative**

- Provide general office support:
- Answer phones
- Answer Info@ email for general program questions
- Provide reports on program activities, including revenues and expenditures

**QUALIFICATIONS:**

- Bachelor's Degree or commensurate experience
- Excellent written and oral communication skills; organizational skills
- Strong research skills
- General knowledge of nonprofit organizational practices
- Responsible, well organized, demonstrates initiative
- Professional demeanor; excellent customer service skills
- Exceptional attention to detail
- Ability to work independently and collaboratively
- Microsoft Office
- Grant writing experience– a plus
- Bilingual (write, read, speak) English/Spanish – a plus

**Job Type: Full-time**

Work Location: Sacramento - preferred

- One location, with travel requirements throughout California

**For information or to submit resumes:**

Contact: [Lupe@calfca.org](mailto:Lupe@calfca.org)