

## SEAMAAC, INC. JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Development &amp; Communications Manager</b>
<b>DEPARTMENT:</b>	<b>Administrative</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>JOB SCHEDULE:</b>	<b>Full-time</b>
<b>EXEMPTION STATUS:</b>	<b>Exempt</b>

### **Organizational Description**

SEAMAAC (founded in 1984 as the Southeast Asian Mutual Assistance Associations Coalition) has 29 years of experience serving and advocating for refugees, immigrants, and asylees in the Philadelphia area. Our mission is to *support immigrants, refugees, and their families as they seek access to opportunities which would advance the condition of their lives in the United States*. SEAMAAC continues to bring issues affecting immigrants/refugees to the forefront for policy makers and other health and social service agencies. SEAMAAC currently maintains a variety of education, health and social services programs for immigrants and refugees in the Greater Philadelphia Area.

### **Work and Values Statement**

SEAMAAC affirms that immigrants and refugees are the foundation of the United States' prosperity and freedoms. SEAMAAC works to create a society where the contributions of immigrants and refugees are valued and appreciated. SEAMAAC believes that the rich resources and skills of immigrants and refugees strengthen the cultural tapestry that is the United States of America.

SEAMAAC collaborates with local and national agencies to increase the accessibility to educational and health services, as well as to improve these services to immigrants and refugees. We also partner with local and national agencies, and community members and organizers to protect immigrant and refugee rights. SEAMAAC works with immigrant and refugee communities to increase their visibility and voice to policy makers. We are committed to our partnership with the immigrant and refugee communities, as well as hiring staff that reflects the experiences of these communities.

### **Position Summary**

The Development & Communications Manager (DCM) will implement and manage communications activities that promote SEAMAAC's programs and services, enhance its image, and advance the mission and vision of the organization through press outreach, public speaking and electronic and print publications and promotional materials that grow SEAMAAC's resources and improve its visibility to the community and to funders. The DCM will also implement and manage fund development activities that incorporate a strategic combination of donor cultivation, direct mail solicitation, major donor appeal, philanthropy/giving, sponsorship, and fund raising event activities aimed at individuals, families, businesses, and corporations

### **Duties, Responsibilities and Functions**

- Develop annual fund development strategy and communications plan, in conjunction with the Executive Director and Board of Directors. Build and monitor related work plans, operating procedures, and reports.
- Manage relationships with donors and funders, including incorporating acknowledgement and recognition into communications activities.
- Coordinate and track foundation and government grant proposal and reporting activities.
- Staff the Board of Directors Fund Development Committee.
- Develop and monitor annual income budget in collaboration with Executive Director.
- Research and identify individual donor and foundation prospects and arrange meetings between the SEAMAAC and these prospects. Actively develop, cultivate, solicit and steward relationships with donors. First year revenue goal is expected to be over \$250,000.

- Develop the personal portfolio of major gift prospects and identify regional and national donor opportunities. Work closely with program staff, Executive Director, and Board of Directors for effective major gifts fulfillment.
- Edit and manage the production of the Newsletter, Annual Report and other SEAMAAC publications.
- Manage donor database and tracking system and the production of the annual appeal and regular correspondence (letters and email updates) to donors, partners, and key stakeholders.
- Assist in the coordination of events and fundraisers.
- Participate in all development and public relations events/activities as appropriate
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree required.
- Minimum three to five years of relevant professional experience in fund development and/or communications. (Volunteer experience may be substituted for and/or supplemented with professional experience if such experience is extensive and in a leadership role with non-profit charitable organizations.)
- Relevant fund development experience includes creating, implementing, and evaluating a combination of donor cultivation, direct mail appeals, major donor appeals, corporate philanthropy/giving appeals, sponsorships, special events, and donor recognition activities.
- Relevant communications experience includes a blend of non-profit/charitable marketing, communications, and/or public relations experiences with strong writing, editing, and production skills. Desktop publishing, social media, and website management experience preferred.
- Ability to formulate strategies into work plans and timelines.
- Hands-on self-starter and ability to work independently and collaboratively with others.
- Familiarity with accounting practices and donor database software.
- Demonstrated ability to manage multiple projects, be highly organized, exercise discretion, and use sound judgment.
- Experience managing volunteers.
- Strong oral and written communication skills. Ability to effectively communicate with diverse audiences.
- Excellent computer skills. Proficiency with Microsoft Office including Word, Outlook, PowerPoint, and Excel.
- Demonstrated ability to work and communicate with diverse staff.
- Knowledge, connection, and passion for issues facing immigrants and refugees in urban settings with emphasis on Southeast Asian and/or West African communities.

### **Salary and Benefits:**

**Salary:** Commensurate with experience

**Benefits:** Benefits include standard dental and health insurance and vacation, holiday, sick and personal leaves

SEAMAAC is an Equal Opportunity Employer

Interested applicants should submit a resume, detailed cover letter and a writing sample to:

**Nguyen Ho**  
**Human Resources Coordinator**  
**SEAMAAC, Inc.**  
**1711 S. Broad Street**  
**Philadelphia, PA 19148**  
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