

**COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ALAMEDA.ORG**

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

**NAME OF ORGANIZATION**

BANANAS Inc

**POSITION TITLE**

Development &amp; Communications Associate

## SHORT DESCRIPTION OF JOB

### JOB SUMMARY

The Development & Communications Associate will play a pivotal role supporting fundraising activities and enhancing the visibility and reputation of BANANAS. The position will provide support in grant writing, running fundraising campaigns, and planning events. The associate will also provide support in communicating with the community at large, clients, and donors. This position requires strong organizational skills with the ability to multi-task in a fast-paced work environment

#### Grant Writing:

- Maintain a grants calendar, including grant application due dates and report deadlines
- Write grant applications and reports
- Research prospective foundation and corporate support

#### Donor Support:

- Maintain and update the donor database with accuracy and generate donor reports
- Process donations and generate donor acknowledgement letters weekly
- Provide support for appeal mailings, including exporting mailing lists, creating mail merge documents, working with the mail house, and producing in-house mailings
- Provide support to the Finance Department and reconcile donation reports monthly

#### Event Planning:

- Support the planning and facilitation of two donor cultivation events annually
- Solicit in-kind contributions and corporate support for events

#### Communications:

- Develop and manage the organizational communications calendar to ensure that each department's news and information is communicated effectively
- Create content for BANANAS communications channels (MailChimp, Facebook, Twitter, LinkedIn, the blog, and website)
- Coordinate the development of quarterly class catalogs
- Maintain an up-to-date video and photograph library portraying special events, classes, and programs
- Other duties as assigned by the Development & Communications Director

### SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

- Associate or Bachelor's Degree preferred
- Must be extremely well-organized with the ability to prioritize workload to meet deadlines
- Prior experience in grant writing and social media communications
- Excellent written and verbal communication skills, including excellent proofreading skills
- Proficiency in the use of Microsoft Suite, MailChimp, social media (Facebook, Twitter, and LinkedIn), and WordPress
- Graphic design experience and knowledge of Adobe Creative Suite preferred, but not required
- Ability to work occasional evenings and weekends as needed

### ADDITIONAL INFORMATION ABOUT THE POSITION

Reports To: Development & Communications Director

Location: Oakland

Compensation: Full-time, commensurate with experience

Benefits: Medical, dental, vacation, holidays and 403b retirement plan

### HOW TO APPLY OR WHERE TO GET MORE INFORMATION

To apply for this position, please submit your cover letter, resume, and two writing samples (including at least one grant application) to [jobs@bananasbunch.org](mailto:jobs@bananasbunch.org) with Development & Communications Associate in the subject line.