



Development & Communications Manager Job Description April 2021

EXEMPT: Full-time
LOCATION: 801 W. Michigan, Milwaukee, WI 53233
REPORTS TO: Development Director, Safe & Sound, Inc.

ORGANIZATIONAL SUMMARY:

Safe & Sound has been dedicated to improving public safety in high crime, low-income Milwaukee neighborhoods since 1998. With a budget of approximately \$2.3 million and 29 staff members, we engage Milwaukee residents and youth in proactive neighborhood safety and revitalization efforts utilizing an award-winning, three-part approach combining **community organizing, youth development and public safety**. Safe & Sound is unique in the nation as a non-profit, civilian organization that utilizes research and evaluation to inform street level community engagement strategies.

POSITION SUMMARY:

Under the direction of the Development Director, the Development & Communications Manager is responsible for organizational communications, as well as a targeted portfolio of corporate, foundation and individual prospects.

The Development & Communications Manager is an integral member of the organization's development and operations teams and will work closely with the executive director, office manager, other staff leaders and the Board of Directors to support and promote the mission of Safe & Sound. This position is an excellent opportunity to gain a broad range of development experience at an established and growing non-profit organization.

Residency: Successful applicant must reside in the City of Milwaukee on the first day of employment.



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ESSENTIAL DUTIES AND RESPONSIBILITIES

COMMUNICATIONS (50%)

- Serve as primary liaison with media consultants and vendors and support associated projects
- Draft all press releases and media alerts to be sent for distribution
 - Maintain and regularly update media distribution lists
- In partnership with Safe & Sound's media consultant, manage and update website content regularly
- Oversee and develop relevant, accurate content for monthly e-newsletter
 - Ensure recipient email list is updated regularly
- Oversee annual report, annual appeal, stewardship mailings, monthly newsletter and other donor communications. This includes project timeline development and maintenance, content development, recipient criteria, list management and mailing, adhering to pre-determined deadlines
- Seek out opportunities to increase Safe & Sound's profile and provide recommendations on methods of increasing brand awareness and recognition
- Manage award nomination and submission process when opportunities arise for Safe & Sound, board members, staff, donors, and other key stakeholders
 - Draft nominations or delegate internally as appropriate

DEVELOPMENT (50%)

- Manage a portfolio of targeted government, corporate and foundation prospects targeted for gifts of up to \$25,000
- Manage a portfolio of individual prospects targeted for gifts of up to \$1,000, with a goal of increasing support and retention from this division.
- Ensure effective solicitation of all prospects. Solicitation activities can occur both on your own and with other staff and volunteer leadership.
- In partnership with the Development team, plan and execute 1-2 targeted appeal mailings, including content development reflective of Safe & Sound's mission and recipient list management
- Use research, data analysis, personal contacts, board members, volunteers and staff to identify new corporate, foundation, government and individual prospects and create lasting relationships with donors.
- Support the development and maintenance of key development programs, such as major gifts and emerging professionals groups.
- Serve as an enthusiastic ambassador of the Safe & Sound mission, communicating the organization's goals and achievements to prospects to help them understand how their support can better the community.
- Attend after-work events and functions as needed to represent Safe & Sound



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EDUCATION and EXPERIENCE:

Bachelor's degree.

OTHER SKILLS and ABILITIES:

Excellent communication skills and ability to work in a multicultural environment. Maintain confidentiality of written or verbal information. Knowledge of community issues, the Milwaukee community and community organizations. Experience and ability to multi-task and coordinate a variety of projects simultaneously.

- Anticipates challenges and adjusts as needed
- Maintains professionalism under pressure
- Ability to multi-task and juggle competing priorities while adhering to deadlines
- Deal with confidential materials and records with discretion
- Foster productive relationships with colleagues, vendors, and other constituents to drive the goals of the greater organization
- Clear and concise written skills
- Critical thinking and analysis skills
- Strong interpersonal and relationship-building skills
- Strong verbal communication skills indicating a high level of professionalism
- Ability to effectively present written and verbal information
- Ability to respond to questions from the general public and media

COMPUTER SKILLS:

Ability to effectively utilize job-related software including, but not limited to, Microsoft Word, Outlook, Excel, eTapestry and the internet to type proficiently, prepare reports, write correspondence and e-mail.

REASONING ABILITY:

Sound judgment and temperament with the ability to listen to and interpret instructions, apply commonsense understanding and carry out instructions furnished in written, oral or diagram form.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed in an office setting.

- A valid Wisconsin driver's license and daily access to an insured car



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SALARY:

\$45,000

APPLICATION INSTRUCTIONS:

Send cover letter, resume, salary history and three professional references with phone and e-mail contact information to Human Resources at bridget@safesound.org