



Communications and Development Associate

Job Overview

About IMPACT Silver Spring

IMPACT Silver Spring is a non-profit organization founded in 1999 to support the Silver Spring community as it faced the challenges and opportunities of extreme demographic and economic change. **IMPACT's mission is to advance racial equity, justice, and liberation by working for change in individuals, communities, organizations, and systems.** Through our work, we bring diverse people together to create successful communities for everyone. The unique and specific focus of IMPACT's work is network-building. We are dedicated to fostering a resilient and inclusive local economy that benefits all community members, particularly in marginalized communities. We provide incubator support for new and emerging worker cooperatives in communities of color.

Position Overview

The Development and Communications Coordinator plays a critical role in advancing IMPACT's mission by managing our communications and development efforts. This position involves creating and implementing strategies to enhance our presence across various media platforms, fostering community engagement, and supporting the organization's fundraising initiatives. The Coordinator will work closely with the Co-Executive Directors and other staff to ensure effective communication of our activities and needs, as well as to secure and manage funding opportunities that drive our mission forward.

Key Responsibilities:

1. Communications:

- Oversee and manage all social media platforms, including Facebook, YouTube, and Instagram. Develop and implement a social media strategy, create social media posts, engage with community members online and respond to enhance the organization's online presence.
- Attend programs and events in East County, Wheaton, Long Branch, and Gaithersburg to capture the essence of our work by photographing, conducting interviews, and gathering content for newsletters, social media, and reporting purposes.
- Maintain and update the organization's website, suggesting and implementing improvements to enhance user experience and content relevance.
- Produce and distribute a monthly newsletter via MailChimp, ensuring it effectively communicates the organization's activities, achievements, and needs.
- Create and manage other organizational publications, including press releases, publicity materials, and year-end reports, to ensure consistent and impactful messaging.

2. Development:

- Collaborate with staff to compile information and complete monthly reports for county contract monitors, ensuring accuracy and timely submission.

- Collaborate in the preparation and submission of proposals and reports for foundation grants, including midyear and annual reports.
- Assist the Co-Executive Directors in developing and implementing the overall development strategy, focusing on sustainable growth and donor engagement.
- Identify funding opportunities that align with and advances our goals, mission, and vision, while building and maintaining strong donor relationships

Qualifications:

- Bachelor's degree in Communications, Marketing, Nonprofit Management, or a related field.
- Proven experience in communications and development, preferably within the nonprofit sector.
- Strong proficiency in social media management, website maintenance, and email marketing tools (e.g., MailChimp, CRM databases, Wordpress).
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team, managing multiple projects and deadlines.
- Strong organizational skills and attention to detail.
- Passion for the mission of IMPACT Silver Spring and a commitment to building a more just and equitable Montgomery County.
- Bilingual abilities are preferred.

Salary and Benefits

This is a full-time position. We believe in fostering a supportive work environment that values both in-office collaboration and the benefits of remote work. This position requires a commitment to working from our office location three to four days a week to allow collaboration and engagement with the rest of the team. The remaining day(s) offer flexibility for a hybrid work arrangement, allowing you to work remotely while maintaining productivity and achieving your goals. The remote work days may vary depending on specific demands or projects. The salary range is between \$68,000 and \$72,000, depending on experience. IMPACT offers a collegial, supportive working environment, as well as paid holidays, annual leave, sick leave, and the last week of the calendar year off.

Interested candidates should send their cover letter with resume electronically to jobs@impactsilverspring.org. The application process will be open until the position is filled. No phone inquiries please.